

SOLON CIVIL SERVICE COMMISSION
May 24, 2011 – 6:39 p.m.

The Solon Civil Service Commission met at City Hall.

PRESENT: Commission Members Doberstyn, Huml, and Patton, Human Resource Director Cornhoff, Service Director Bandiera, City Services Supervisor Markiewicz and Secretary Perry

APPROVAL OF MINUTES

Mr. Doberstyn moved to approve the minutes of May 3, 2011 as submitted. Mr. Patton 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 May 6, 2011 as submitted by the Payroll Department. Mr. Patton seconded the motion.

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

Mr. Patton moved to approve the hourly/salary payroll for Pay End Date May 20, 2011 as submitted by the Payroll Department. Mr. Huml 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.

Due to the volume of payroll change/rate sheets for seasonal employees, Mr. Patton asked that Mr. Cornhoff obtain a ruling from the Law Director as to whether it is necessary for the Commission to sign off on sheets for non-classified employees because the Commission has no authority over them.

CORRESPONDENCE

Memo dated May 9, 2011 from Mayor Drucker to Finance Director Weber regarding the reclassification of employees.

Memo dated May 12, 2011 from Finance Director Weber to Mayor Drucker regarding Grade E Classification of employees.

Memo dated May 16, 2011 from Chief Viland to Patrolman Petranic regarding Departmental Charges.

Memo dated May 18, 2011 from Chief Viland to Patrolman Kline regarding Departmental Charges.

Memo dated May 28, 2011 from Maintenance Worker Glen Dibacco notifying Director of Water Reclamation Solanics of his retirement effective May 27, 2011.

SERVICE DEPARTMENT

Director Bandiera provided the Commission with an update on the progress of his search to fill the two laborer positions within his department. He said he has begun the interview process but has made no selections as yet.

Director Bandiera asked for the status on updating the Civil Service Rules and Regulations. Director Cornhoff noted that he had surveyed the Directors and is aware that Chief Shaw has some suggestions. Before his retirement, Assistant Chief Tittl did some work towards this project and those changes will be incorporated, as well. Director Cornhoff noted there have been amendments to the State code that should be reviewed by the Commission that may be adopted. This project remains in process with the goal for completion this summer.

ASSISTANT ENGINEER POSITION

Director Cornhoff said the position has been advertised, applications have been received, but the position has not yet been classified. Because of the uniqueness of the circumstances, the position was previously a classified position and a non-competitive examination was administered. He made the Commission aware that if they do not find a qualified candidate for the position from the applications received, they will not fill the position. Director Cornhoff explained the flow chart for this position. He said it would be Grade L in the pay structure and he is unaware of any other Grade L employees, excluding the safety forces, which are classified. Engineer Bush and Directors Stanek and Solanics are not in favor of classifying the position.

Mr. Doberstyn said he has re-evaluated his position and believes that all the positions on Grade L should be consistent. If all the other employees are non-classified, the Commission should be consistent in their opinion.

Mr. Huml moved that based upon the input of the Human Resource Director and his assurances of equitability across the board, the Assistant Engineer Position be made unclassified. Mr. Patton seconded the motion.

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

SERVICE DEPARTMENT

City Services Supervisor Markiewicz thanked the Commission for allowing him this opportunity to address them. He stated he was called into Director Bandiera's office on Monday and was told that his son was on the recently certified laborer's list for a full time position but was told by Mayor Drucker that he was not to be considered for the job since he was a Manager of the Department. He said his son has been an employee of the City since 2003 in a part-time capacity while attending Bowling Green and Kent State Universities to pursue an education degree. He decided a desk job was not for him and that he preferred working outside. He moved home, obtained his CDL and has been working for the City. Supervisor Markiewicz said he is not his son's direct supervisor. Mr. Markiewicz has been with the City of over 34 years and certainly does not want to hamper his son's ability to obtain full time employment. He had been considering retirement in December and will move that process forward if necessary. He hates to leave Director Bandiera on such short notice but is willing to come in on his own time to help out until a suitable replacement is found. The Commission contemplated going into an Executive Session to discuss this matter. Law Director Lobe, in the building for a Planning Commission meeting, was located and entered the meeting to explain if the Commission has the authority to do so.

Law Director Lobe explained that Executive Sessions may be convened to discuss personnel. The request has to be made on the record but no record of the meeting is to be kept. Anybody that would be needed as a resource may stay but he recommends that the Secretary step out. Votes are not to be taken within the Executive Session. Votes are to be

taken outside of the Executive Session when the regular business meeting has reconvened. The Commission thanked Law Director Lobe for his opinion.

Mr. Huml moved to enter in an Executive Session for the purpose of discussing personnel matters at 7:04 p.m. Mr. Doberstyn seconded the motion.

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

Mr. Patton moved to exit the Executive Session at 7:44 p.m. and enter back into the regular business meeting. Mr. Doberstyn seconded the motion.

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

Mr. Huml said the Commission understands that no name has yet been considered by Director Bandiera or Director Cornhoff to fill the open positions in the Service Department. It was noted that Mr. Markiewicz had in the past addressed the Commission to ask their opinion if his son's name were to appear as a recommended candidate. The Commission stated they would see no particular problem with it. Mr. Huml stated that if the Department Head chooses a candidate, the Commission generally attempts to support that choice.

Mr. Patton said the Commission is not in a position to offer any guarantees on the hiring of candidates for open positions. It is essentially out of the Commission's hands until the position is processed through the hiring department, Human Resources and the Mayor. He suggested that Mr. Markiewicz continue discussions with Director Cornhoff concerning this matter and the options available to him. He said Mr. Markiewicz is a very respected employee who has made many contributions to the City and he should not short change himself in whatever decision he makes.

Mr. Doberstyn said the Commission gathered during the Executive Session that this is the decision of the Mayor and she has every right to make that decision. He added that the Mayor is very adamant about the hiring of relatives in the city.

Mr. Cornhoff wanted Mr. Markiewicz to know this matter had not been discussed with the Commission prior to the Executive Session but he was happy to be able to answer any questions they asked of him in fairness to both Mr. Markiewicz and his son's future.

Mr. Markiewicz assured the Commission that the testing procedures were conducted above board and that his only involvement was to check the driver's licenses of the candidates. He wants the Commission to feel comfortable in approving the selection of the candidate if it's his son. He thanked the Commission for their time.

There being no further business to discuss, Mr. Huml moved to adjourn at 8:00 p.m.

Mr. Patton seconded the meeting. The next meeting is June 7th at 6:30 p.m.

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