

**SOLON CIVIL SERVICE COMMISSION**  
**June 7, 2011 – 6:36 p.m.**

The Solon Civil Service Commission met at Solon City Hall.

**PRESENT:** Commission Members Doberstyn, Huml, and Patton, Human Resource Director Cornhoff, Director of Water Reclamation Solanics and Secretary Perry

**APPROVAL OF MINUTES**

Approval of the minutes of May 24, 2011 were tabled.

**APPROVAL OF PAYROLL**

Mr. Doberstyn moved to approve the hourly/salary payroll for Pay End Date June 3, 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**

Memo dated May 25, 2011 from Chief Viland to Patrolman Kline regarding Departmental Charges. No action was taken by the Commission.

Memo Dated June 3, 2011 to the Civil Service Commission from Director Solanics regarding the resignation of Zenaïdo Segura, III effective June 9, 2011 and requesting authorization to advertise for the position of Operator in accordance with the provisions of the collective bargaining agreement. This item to be discussed during the regular meeting.

Memo dated June 6, 2011 from Chief Viland requesting the first 10 names from the patrolman hiring list after its formal approval. This item to be discussed during the regular meeting.

**WATER RECLAMATION**

Director Solanics addressed the Commission regarding his memo dated June 3, 2011 requesting authorization to advertise for the Operator position. He said Mr. Zenaïdo left on good terms. He was happy to have had the opportunity to work for the City but accepted a position closer to his home in Toledo. This brings the Operators in his department down to five; a minimum of six are required to adequately operate the plant. He explained that the department is going through a re-organization and they will be working on a team building effort and expects this to help in the interim. Director Solanics said he has a specialized set of criteria developed to use in selecting an Operator. Director Cornhoff noted special licensing is needed and that there have been no requests from in-house employees to move into the Operator position but that option will remain open during the advertisement period. All requests will be considered.

Mr. Patton moved to authorize to advertise for the position of Operator in the Water Reclamation Department in accordance with the provisions of the collective bargaining agreement with the International Brotherhood of Teamsters, Local 436. Mr. Doberstyn seconded the motion.

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

**POLICE DEPARTMENT**

The Secretary distributed to the Commission for their approval the police patrolman entry level hiring list. She explained the candidates highlighted in orange were on an original list provided by Tri-C after the testing procedures conducted on behalf of the City.

However, after those applicants were offered an opportunity to complete an application, it was discovered the original list was not complete and that approximately 20 candidates who had taken a test for the Sheriff's department were not included. A last minute decision was made to call the 20 candidates and offer them an opportunity to become part of the City's pool. They were asked to either fax or e-mail their additional credit information immediately, and were given until Friday, June 10 to complete employment applications. Eleven of the candidates contacted responded; they are highlighted in blue.

The application of the candidate highlighted in red was part of the original list but his application was received one day late.

Secretary Perry explained due to an urgent need to hire patrolmen, Chief Viland submitted his memo of June 6 for the first 10 names on the list to begin preliminary background checks in conjunction with approving the list.

Mr. Huml stated that due to the special courtesies extended to the candidates highlighted in blue, all applications received after the June 6 deadline through June 10, 2011 should be accepted, ranked and included in the list.

In addition, Mr. Huml moved to provide the first ten names/applications to Chief Viland no earlier than June 11 based on those candidates who provided applications and met the criteria by the June 10 deadline. Mr. Doberstyn seconded the motion.

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

There being no further business to discuss, Mr. Huml moved to adjourn at 7:12 p.m. Mr. Patton seconded the meeting. The next meeting is scheduled for June 28<sup>th</sup> at 6:30 p.m.

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

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