

SOLON CIVIL SERVICE COMMISSION
December 8, 2015 - 5:05 p.m.

PRESENT: Commission Members Caplan, Doberstyn, Huml and Secretary Perry

APPROVAL OF MINUTES

The minutes of the previous meeting were not yet available for approval. This item was tabled to the next meeting.

PAYROLL RATE/CHANGE SHEETS

The Commission signed off on the available payroll rate/change sheets for this period. No action was taken by the Commission.

APPROVAL OF PAYROLL

Mr. Huml moved to approve the payroll of November 25, 2015 as presented by the Payroll Department. Mr. Doberstyn seconded the motion.

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

CORRESPONDENCE

Memo dated November 30, 2015 from Chief Viland to Patrolman Cervik regarding Departmental Charges

MISCELLANEOUS

Commission Member Caplan prepared a spreadsheet for exams given and dates certified under the new Rules and Regulations approved April 28, 2015. Mr. Huml thanked her for her precise work and noted this would be an effective tool for both the Commission and the Human Resources Department. Mrs. Caplan said it would be helpful if the Commission could be notified when a position is filled because it affects how the lists are utilized. Under the old rules, the lists were valid for a period of one or two years and that is no longer the case. Mr. Huml also suggested that once a position is filled the Commission would send a formal letter to the Department Head noting the position has been filled and the list has expired. Mrs. Caplan suggested citing the section of the Rules and Regulations regulating this information.

RESOLUTION

Mr. Huml noted the Commission has a tentative meeting date scheduled for December 22, 2015 that may be cancelled. As a result of this possibly being Mr. Doberstyn's final meeting, he moved on the following: the Commission acknowledges the fact that Mr. Doberstyn is leaving the Commission for some vacation time, the sunshine and some personal time. The Commission recognizes him for his distinguished and committed service, not only to the City of Solon, but also as a team member on the Commission. Not only did he have experience and knowledge of City history from an employee standpoint, but also had with a strong commitment to the Commission. The Commission wishes him the best of health and personal reward as he moves into this next portion of his retirement. Mrs. Caplan seconded the motion.

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

Mr. Doberstyn said it has been a pleasure working with Mr. Huml on both sides of the table. His knowledge of how to run a meeting, his years of service and his knowledge of the inner workings of the Commission is impressive. Mrs. Caplan, in such a short time, has proven herself to be a valuable member. And our Secretary is the best. He thanked the Commission for everything.

There being no further business to conduct, Mr. Doberstyn moved to adjourn the meeting at 5:26 p.m. Mrs. Caplan seconded the motion.

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