

**SOLON CIVIL SERVICE COMMISSION**  
**January 5, 2016 - 6:15 p.m.**

The Civil Service Commission met at Grantwood Golf Course while Ramsey and Associates administered an examination for Corrections Officer. 78 candidates applied to take the examination. 22 candidates actually took the examination.

**PRESENT** Commission Members Caplan, Kennedy, Huml, and Secretary Perry

**APPROVAL OF MINUTES**

Mr. Huml moved to approve the minutes of November 24, 2015 as presented by the Secretary. Mrs. Caplan seconded the motion.

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

Mr. Huml moved to approve the minutes of December 8, 2015 as presented by the Secretary. Mrs. Caplan seconded the motion.

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

**APPROVAL OF PAYROLL**

The approval of the payroll for December 11, 2015 and December 24, 2015 was tabled to the next meeting. No action was taken by the Commission.

**APPROVAL OF PAYROLL CHANGE/RATE SHEETS**

The available payroll change/rate sheets were signed by the Commission. No other action was taken.

**REPORT OF DEPARTMENTAL INCOME/EXPENDITURES**

The report for the month ending November 30, 2015 was reviewed. No action was taken by the Commission.

**CORRESPONDENCE**

Memo dated January 4, 2016 from Lt. Tonelli to Officer Wagner regarding Departmental Charges. No action was taken by the Commission.

Memo dated January 5, 2016 from Chief Viland to Officer Wagner regarding Departmental Charges. No action was taken by the Commission.

**ORGANIZATIONAL MEETING**

Mr. Huml welcomed new member Maryann Kennedy to the Civil Service Commission. He explained the processes and procedures of the Commission. As a result of this discussion, Mrs. Kennedy asked that a Roll Call be included at the beginning of each meeting and the Commission as a whole requested sign off authority on the Annual Report to the State of Ohio.

**ELECTION OF CHAIR AND VICE CHAIR**

Mrs. Caplan moved to retain Mr. Huml as Chair of the Civil Service Commission for the year 2016. Mrs. Kennedy seconded the motion.

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

Mr. Huml moved to elect Mrs. Caplan as Vice Chair for the year 2016. Mrs. Kennedy seconded the motion.

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

**FUTURE MEETING DATES**

The Commission selected **February 9, February 23, March 10 and March 22**; all at **5:00 p.m.** and at City Hall.

**ADJOURNMENT**

There being no further business to discuss, Mrs. Kennedy moved to adjourn the meeting at 7:05 p.m. Mrs. Caplan seconded the motion.

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

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