

**SOLON CIVIL SERVICE COMMISSION**  
**March 10, 2016 – 5:00 p.m.**

**ROLL CALL:** Commission Members Caplan, Huml, Kennedy and Secretary Perry, Director of Human Resources Stolarsky and Fire Chief Shaw

**APPROVAL OF MINUTES**

Mrs. Caplan moved to approve the minutes of January 26, 2016. Mrs. Kennedy seconded the motion.

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

The approval of the minutes of February 9, 2016 and February 23, 2016 were tabled.

**APPROVAL OF PAYROLL**

Mr. Huml moved to approve the payroll of February 19, 2016 as presented by the Payroll Department. Mrs. Caplan seconded the motion.

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

Mr. Huml moved to approve the payroll of March 4, 2016 as presented by the Payroll Department. Mrs. Kennedy seconded the motion.

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

**APPROVAL OF PAYROLL CHANGE/RATE SHEETS**

There were no available payroll change/rate sheets to be signed by the Commission. No other action was taken.

**CORRESPONDENCE**

Memo dated March 2, 2016 to the Commission from Director Solanics reporting the hiring of Jeffrey Addicott, Jr. for the vacant Plant Maintenance Technician position in the Maintenance Division at the Water Reclamation Department. No action was taken by the Commission.

Letter dated March 10, 2016 to Lt. Altshuler from Chief Shaw regarding departmental charges. No action was taken by the Commission.

**FIRE DEPARTMENT**

E-mail March 10, 2016 from Lt. Stevenor requesting the Commission delay certifying the newest promotional eligibility list while inquiring further on bonus percentage points. Chief Shaw was present and explained how the credits were calculated and awarded noting this was a contractual issue with the Union and not the Commission. He said there was no sense of urgency to certify the lists and suggested it be delayed until the matter is resolved. Mrs. Caplan moved to delay the certification of the current promotional eligibility lists until the outstanding matter concerning bonus percentage points was resolved internally. Mrs. Kennedy seconded the motion.

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

**HUMAN RESOURCES**

There was discussion about how best to meld any of the changes made by the Commission into the updated current Rules and Regulations. Mrs. Stolarsky noted during the updating the Commission had requested many times that red lined copies be presented to the Commission. However, because the original document was so old and completely changed it was a near impossible task. She noted that on a going forward basis it would now be possible.

The Commission questioned at what intervals the updating should take place. Mrs. Caplan asked who would alert the Commission if there were changes in Ohio Revised Code that should be implemented by the Commission. Mrs. Stolarsky noted the City currently has the vendor who updated the Rules and Regulations on retainer and they are available to the Commission at any time. She also noted if there were updates they could be filtered through Human Resources to the Commission. Mr. Huml thought once a year would be appropriate.

With regards to the Classification Plan, Mrs. Stolarsky noted it was updated and it would be filed with the Commission secretary and copies would be distributed to the Commission for their review.

**SCHEDULE FUTURE MEETINGS**

The Commission scheduled the 12th and the 26th for their April meetings and the 10th and the 24th for their May meetings. Starting with the Month of April, the meetings will begin at 4:30 p.m.

**ADJOURNMENT**

There being no further business to discuss, Mr. Huml moved to adjourn the meeting at 6:10 p.m. Mrs. Caplan seconded the motion.

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

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