

SOLON CIVIL SERVICE COMMISSION
April 12, 2016 – 4:39 p.m.

ROLL CALL: Commission Members Caplan, Huml, Kennedy, Director of Human Resources Stolarsky, Service Department Administrative Manager Holub and Secretary Perry

APPROVAL OF MINUTES

The minutes of February 9, 2016, February 23, 2016, March 10, 2016 and March 22, 2016 were not available. Approval was tabled to the next meeting.

APPROVAL OF PAYROLL

Mr. Huml moved to approve the payroll of April 1, 2016 as presented by the Payroll Department. Mrs. Caplan seconded the motion.

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

APPROVAL OF PAYROLL CHANGE/RATE SHEETS

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

CORRESPONDENCE

Memo dated April 12, 2016 from Lt. Tonelli to Officer Wagner regarding Departmental Charges. No action was taken by the Commission.

Memo dated April 12, 2016 from Chief Viland to Officer Wagner regarding Departmental Charges. No action was taken by the Commission.

E-mail dated April 5, 2016 from Lt. Amanda Horvath regarding approving the current eligibility list for promotions before the one year mark of the previous list. The Commission noted the current list was approved overlapping with the prior list. This should satisfy this request and asked that the Secretary respond to her as such.

SERVICE DEPARTMENT

Mr. Holub distributed a memorandum to the Commission requesting authorization to advertise for a new agility test to create a new eligibility list for laborer. There was discussion about Section 7:08 A General, and the sequencing of physical testing. Director Stolarsky said in this circumstance, the applicant should be made to read the job description before taking the agility test so they are aware of the physical ability needed to fulfill the essential functions of the position. Mr. Holub noted that all applicants are provided with a copy of the job description as well as the agility events when they are invited to participate. They are also required to sign a waiver prior to taking the agility test. The Commission requested that the waiver be shared with the HR Department to ensure it is updated accordingly.

Mrs. Kennedy moved to authorize the Service Department to advertise for an agility test to create a new eligibility list for laborer. Mrs. Caplan seconded the motion.

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

FIRE DEPARTMENT

The Secretary reported the Fire Department has requested the Civil Service Commission begin advertising for testing to create an entry level eligibility list. The Commission also set 70% as the minimum passing grade to be able to continue through the hiring process.

There was lengthy discussion on the passing percentage for promotional examinations. Further review of this item is needed to be in agreement with the current CBA and the Civil Service Rules and Regulations.

HUMAN RESOURCES

The Commission thanked Director Stolarsky for the distributing the Classification Plan. The document is very helpful to them in understanding the organization of the departments and their employees. Director Stolarsky noted it would be updated periodically as positions are added or eliminated.

ADJOURNMENT

There being no further business to discuss, Mrs. Kennedy moved to adjourn the meeting at 5:38 p.m. Mrs. Caplan seconded the motion.

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