

SOLON CIVIL SERVICE COMMISSION
August 9, 2016 – 4:35 p.m.

ROLL CALL

Chairman Huml, Commission Member Caplan, Commission Member Kennedy

ALSO PRESENT

Chief Viland and Administrative Secretary Rogers from the Service Department

PAYROLL RATE/CHANGE SHEETS

The Commission signed the available Payroll Rate/Change Sheets. No action was taken by the Commission.

APPROVAL OF PAYROLL

Chairman Huml moved to approve the Payroll of August 5, 2016 as presented by the Payroll Department. Commission Member Caplan seconded the motion.

Roll Call: Aye: Huml, Caplan

Nay: None

Abstain: Kennedy

The Motion Passed

APPROVAL OF MINUTES

Chairman Huml moved to approve the Regular Meeting Minutes of July 12, 2016, the Special Meeting Minutes of July 20, 2016 and the Regular Meeting Minutes of July 28, 2016. Commission Member Caplan seconded the motion.

Roll Call: Aye: Huml, Caplan, Kennedy

Nay: None

The Motion Passed

CORRESPONDENCE

Letter dated August 3, 2016 from Chief Viland to Dale Dziak hiring him as a part time Auxiliary Officer for the Police Department. No action was taken by the Commission.

Letter dated August 3, 2016 from Chief Viland to Joseph Whitelaw hiring him as a part time Auxiliary Officer for the Police Department. No action was taken by the Commission.

Memo dated August 5, 2016 from Chief Viland to Patrolman Gantt regarding departmental charges. No action was taken by the Commission.

Memo dated August 5, 2016 from Chief Viland to the Commission requesting an exceptional appointment of a full time corrections officer. Chief Viland will address this issue during the meeting.

SERVICE DEPARTMENT

The Administrative Secretary from the Service Department addressed the Commission regarding the recent agility test. Seven individuals took the agility test, five passed but two were not viable candidates. She asked the Commission to approve the list of three candidates so the Director can begin the hiring process. They are also requesting to advertise for another agility test as there are five vacant positions. They did not get the participation they had expected with this round of testing.

Chairmen Huml had a question about the candidate experiencing difficulties with his hip at the time of the agility test. Ms. Rogers noted he was not a viable candidate at this time. All portions of the test are important and the candidate should be healthy when attending an agility exam and accepting a position. He would be welcomed at any future examinations.

Commission Member Kennedy noted at the examination there was discussion about possibly adding another activity to the examination. Ms. Rogers said this would not be occurring

during this next examination and the Director would bring any changes to the format before the Commission prior to it being added.

Commission Member Caplan asked if the posting for the positions could be broadened to garner more interest. Ms. Rogers said the candidates are surveyed at each examination as to how they became aware of the posting. She feels they have done all they can but it may be that the positions require specific training that limit the pool. Chief Viland noted they have broadened their internet presence to obtain more diversity and include veterans by using the National Minority Exchange. Their impact is not yet known. Chairman Huml also suggested posting the positions at the various vocational schools around town.

Commission Member Kennedy made a suggestion to appease the reporter who wanted to attend the agility exam for an article. The Commission felt this was not in the best interest of the candidates who were taking the test who may have not yet notified their current managers of their desire to seek other employment. She suggested running a trial agility test using city employees that the reporter could attend to view a sampling.

Commission Member Caplan moved to approve the current agility test of July 9, 2016 according to the Rules and Regulations currently in effect of the Civil Service Commission. Commission Member Kennedy seconded the motion.

Roll Call: Aye: Huml, Caplan, Kennedy
Nay: None

The Motion Passed

Commission Member Kennedy moved to begin preparing for another agility test according to the current Rules and Regulations of the Civil Service Commission. Commission Member Caplan seconded the motion.

Roll Call: Aye: Huml, Caplan, Kennedy
Nay: None

The Motion Passed

POLICE DEPARTMENT

Chief Viland addressed the Commission regarding his request for an exceptional appointment of a full time corrections officer. He said he is in an unusual predicament in that his jail staff has been running short for well over a year in part time positions. It's hard to find suitable candidates for part time positions and it has put his full time staff under stress resulting in two of his full time staffers unexpected resignations. He was only expecting a retirement and a medical leave. Two resignations and a FMLA leave have all occurred in the last two weeks. He is addressing the Commission to ask for an exceptional appointment for a full time hire from three part time employees that have already been through the City's rigorous hiring practices. They have been through medical and psychological testing, physical agility and lie detector testing, have been certified by the state and federal government and can run breath alcohol testing.

Chief Viland said he and his Command Staff created objective criteria and used it for the ranking. The employee who rose to the top is Keith Baon. Chief Viland noted there is an examination for Corrections Officer scheduled for September 13 which will be used to fill additional corrections positions.

Commission Member Caplan questioned the validity of the eligibility list given earlier this year. Chief Viland noted, per the current rules and regulations, the lists expire after a hiring. He made one hire off that list, Hannah Matonis, but that she was number nine of 12. He said the Commission could request that he return to that list but the balance of the

candidates were not suitable. Chief Viland also stated neither of the other part time corrections officers desire full time employment.

Chief Viland explained the manner in which candidates are vetted. The application itself gives little information to avoid discrimination. The first level of vetting is whether the candidate has experience. He explained Keith Baon is a full time employee of the City of Parma Police Department but feels they may be headed toward shutting their jail. For this reason he is working part-time in Solon in an attempt to get his foot in the door. The following steps are:

- Voice stress analysis
- Psychological examination through Pradco
- Panel interview with the Jail Administrator and other Staff members
- Finger printing approval through the State of Ohio and Federal Government
- Fitness for duty examination with a doctor which includes drug screening and TB detection
- Interview with the Chief and Command Staff

Keith Baon has been through all these steps.

Chairman Huml moved that based upon the judgment of Chief Viland and the set of criteria as qualifiers for persons to be hired, along with the fact there is the existence of a probationary period, The Civil Service Commission authorizes the hiring of Keith Baon under extenuating circumstances as a Corrections Officer in the Solon Police Department. Commission Member Kennedy seconded the motion.

Roll Call: Aye: Caplan, Huml, Kennedy

Nay: None

The Motion Passed

The Commission noted they were in the process of planning a work session and asked the Chief if he would be interested in attending. Chief Viland said yes, to please include him in the process.

Chief Viland also noted an examination for Police Officer was recently conducted, that he has a retirement in September and hopes to have the list to the Commission for certification shortly. He also noted due to the closing of the dispatch center, 1 full time records clerk, 1 part time records clerk, 7 auxiliary officers and two part time corrections officers have been hired in the last month. He said of the 12 employees in the dispatch center, 11 accepted positions in the new center and the 12 was offered employment in the new center but declined, was also offered employment in another position with the police department, but declined it. The transition was very smooth and transparent. The Commission thanked Chief Viland for his time.

With regards to the work session scheduled for September 15, the secretary noted she has a conflict. She asked the Commission to consider alternate dates. September 22 with a fall back date of October 13 as the alternate date was selected.

There being no further business to discuss, Chairman Huml moved to adjourn at 5:22 p.m.
Commission Member Caplan seconded the motion.

Roll Call: Aye: Caplan, Huml, Kennedy
Nay: None

The Motion Passed
