

**OLON CIVIL SERVICE COMMISSION**  
**May 4, 2017 – 4:25 p.m.**

**ROLL CALL**

Present: Commission Members Kennedy and Huml  
Absent: Commission Member Caplan

**APPROVAL OF MINUTES**

Motion by Chairman Huml, second by Commission Member Kennedy to approve the minutes of March 21, 2017.

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

Motion by Chairman Huml, second by Commission Member Kennedy to approve the minutes of April 20, 2017.

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

Approval of the Work Session minutes of October 13, 2016, November 1, 2016 and March 21, 2017 were tabled.

**APPROVAL OF PAYROLL**

The payroll report of April 28, 2017 was not approved. Commission Member Kennedy reminded the Commission that her husband, Larry Kennedy is working at Grantwood for the summer. To avoid the appearance of impropriety, she would not sign off on the payroll reports when his name appears, no matter the dollar amount. Because two signatures are required, this item will be tabled to the next meeting where a quorum is present.

**APPROVAL OF PAYROLL CHANGE/RATE SHEETS**

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

**CORRESPONDENCE**

Memo dated April 26, 2017 from Director Bandiera to the Commission requesting approval of the eligibility list for the agility test conducted on April 22, 2017 for Service Worker 1. A total of 20 applicants applied for the position, 13 met the qualifications and a total of 10 showed up and passed.

Chairman Huml moved to approve the eligibility list for Service Worker 1 in accordance with the Rules and Regulations as of this date. Commission Member Kennedy seconded the motion.

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

**REGULAR BUSINESS**

**SUGGESTED CHANGES TO THE RULES AND REGULATIONS**

With regards to the issue of signing off on the payroll and the payroll rate change sheets, the Secretary noted this remains in process with the Director of Finance. Once this is completed, the Secretary will incorporate it into the suggested changes to the Rules and Regulations.

Chairman Huml also asked that the Commission discuss at the next meeting the history of testing results to have a complete perspective on the one deviation below the mean grading process of tests. He asked that the Test Results Analysis sheet that he prepared be shared

with Ramsey & Associates prior to the upcoming Corrections Officer Examination for a true and accurate prospective. The Commission wants to have a complete understanding of the process to defend its use as opposed to an arbitrary number such as 70%.

Chairman Huml discussed the availability of Organizational Charts within the City remembering that HR Director Cornhoff had presented several of them to the Commission when he was requesting to fill a position. He noted he would contact Director Stolarsky to see if they were still available.

**ADJOURNMENT**

There being no further business to conduct, Chairman Huml moved to adjourn the meeting at 4:40 p.m. Commission Member Kennedy seconded the motion.

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

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