

OLON CIVIL SERVICE COMMISSION
July 6, 2017 – 4:03 p.m.

ROLL CALL

Present: Commission Members Caplan, Kennedy, Huml, Secretary Perry

APPROVAL OF MINUTES

Motion by Commission Member Caplan, second by Commission Member Kennedy to approve the minutes of June 15, 2017.

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

The Work Session minutes have been completed. The Secretary noted the final piece needed is the wording from the Finance Director for the Payroll Check Reports.

Chairman Huml noted during the last amendment of the Rules and Regulations the Commission relinquished their control over non-competitive examinations with regards to equity and appropriateness in appointments. He cited an example as when a non-classified employee is assigned administratively to a classified position by either the Mayor's Office or the Department Head.

Chairman Huml noted the Commission is no longer afforded the opportunity to review the criteria for the position and is no longer given the reason as to why a candidate is selected to the position. In the new Rules and Regulations an employee can be moved from a non-classified position to a classified position administratively for the protection provided by Civil Service. He said there is a greater propensity for this to happen when Administrations change.

Commission Member Kennedy asked how many instances of this have occurred since the new Rules and Regulations have been established. Chairman Huml said it was unclear because the Commission's involvement has been removed. He feels the Commission is too much in the dark.

Commission Member Caplan said she recalls where HR Director Stolarsky attended a meeting, presented criteria and the selected employee's credentials. She was satisfied with that method and would be satisfied returning to that method. Currently, the submission of the Payroll Rate Change Sheet certifies the new employee to the position. Mr. Huml agreed and stated he does not feel comfortable signing off on a new employee when the Commission has not been given any information relative to the position or selected employee.

Chairman Huml said some HR Departments operate by saying if the Department Head wants the employee, they should have that employee. Other HR Departments question the criteria, whether the Department Head is being equitable in their hiring practices and are you covering the bases so nobody is guilty of wrong doing in the process. He is not saying this is how the City's HR Department operates, but this HR Director will not always be employed here either. He only prefers to have one more check in the checks and balances in the hiring process.

Commission Member Kennedy said having some light shed on the HR processes may enlighten her and the Commission on where their involvement is needed. If the HR Director interviews the candidate and double checks references, they may feel more comfortable with the processes already in place. Chairman Huml said he understands they have rigid standards that are adhered to. However, the Civil Service Commission is in place to assure those practices are being done appropriately. And if you're not involved in those assurances, how can you be sure that is the case.

Commission Member Kennedy said looking at how other Commissions operate may provide some insight and offer a broader scope.

Commission Member Caplan said the current rules and regulations section 8:06 provide for the HR Director submitting to the Commission the criteria and the considered employee's credentials. She recalls this being done at least once. The position and selected employee was well documented. She is unsure if there have been sheets signed without their knowledge. Mr. Huml stated he is comfortable with what is currently written but if that is the case, he finds it hard to believe there have been so few people hired since non-competes have ceased.

The Commission is requesting that the HR Director attend one of the next two meetings in hopes of gaining some clarity and confidence concerning this matter.

Chairman Huml said he raised this issue because of the retirement of the Service Director. There will be a new shuffle and the results are unclear. Commission Member Caplan agreed. There was a lot of confidence in the way Director Bandiera operated as well as the professionalism in how the HR Director has operated. It was an accomplishment of the Mayor but there is always the risk for potential misbehavior. This issue was raised in a very timely point where there is a lot of confidence in the current Mayor and the current HR Director and years of working with the Service Director.

Chairman Huml said the Commission must be cautious because they are on the responsibility block for ensuring certain things. His concern is if an employee were to approach the Commission with a concern that things were not handled properly he does not want to have his back up against a wall. The Commission is the Court of Last Resort and he wants to ensure things are being done properly on a routine basis and not have to make corrections.

APPROVAL OF PAYROLL

The Commission certified the following Payroll Check Reports:
Regular Payroll of June 23, 2017
Regular Payroll of July 7, 2017

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 June 29, 2017 to Ptl. Petranic from Lt. Tonelli regarding Departmental Charges
Memo dated June 29, 2017 to Ptl. Petranic from Chief Viland regarding Departmental Charges
Memo dated July 4, 2017 to Ptl. Petranic from Chief Viland regarding Departmental Charges

The Commission is requesting an explanation from Chief Viland as to why a City cruiser was used by Ptl. Petranic while working a part time job.

Memo dated July 4, 2017 to Sgt. Bunjevac from Lt. Tonelli regarding Departmental Charges
Memo dated July 5, 2017 to Sgt. Bunjevac from Chief Viland regarding Department Charges

LITIGATION

The Commission's role in the ongoing litigation was briefly discussed. Chairman Huml spoke with Law Director Lobe who assured him the Commission would have access to whatever documents and transcripts were available to ensure a fair and equitable decision. The Law Director also noted he would attend a meeting prior to requesting their decision to provide explicit instructions as to how the proceedings should be handled.

ADJOURNMENT

There being no further business to conduct, Commission Member Kennedy moved to adjourn the meeting at 4:47 p.m. Commission Member Caplan seconded the motion.

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

Prepared and Submitted by

Kim M. Perry, Secretary