

**SOLON CIVIL SERVICE COMMISSION**  
**August 15, 2017 – 2:30 p.m.**

**ROLL CALL**

Present: Commission Members Caplan, Kennedy, Huml  
Also Present: Director of City Services Drsek

**APPROVAL OF MINUTES**

The Minutes of August 8 were not yet available.

**CORRESPONDENCE**

August 14, 2017 e-mail from Chief Viland with an attachment from Rick Williams voluntarily withdrawing his name from consideration for the Corrections Officer position.

Motion by Commission Member Huml moved, second by Commission Member Kennedy to remove the name of Rick Williams from the current Corrections Officer List and to forward the next name for consideration.

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

**NON COMPETITIVE EXAMINATIONS**

**Service Department**

The Commission reviewed the job description, job posting, employment application and credentials of Andrew Knittel, applying for the position of Parts Room Coordinator. Director Drsek said the candidate interviewed very well and has a vast knowledge of auto parts. He was part of the mechanical team at Liberty Ford. He is familiar with the computer software and all vendors used by the City.

Director Drsek said he interviewed 7 candidates by telephone (1 in-house candidate), 4 personal interviews and 3 second interviews.

The job was posted on May 30<sup>th</sup>, applications were due in by June 12<sup>th</sup>. It took over a week to review 40 potential candidates. Scheduling interviews is a process, as well. Director Stolarsky is part of the final interview. Background checks and drug testing is then conducted with the turnaround time being 2-3 days. Mr. Huml said the Commission attempts to be proactive in terms of satisfying the Department Head. He said the relationship with the Service Department has always been excellent and he wants that to continue and senses it will.

Commission Member Caplan thanked Director Drsek for the thorough packet of information on Andrew Knittel. She said it helps the Commission comply with the Rules and Regulations and State Law. She checked the minimum qualifications of the position and those of the selected candidate. He has a high school degree and an excellent work experience. Is proficient with fleet software programs, with Word and Excel. As long as the background check and drug tests are approved, she has no problem approving this candidate for the position. Commission Member Kennedy agreed and said the packet/process was a nice model for future candidates. Motion by Commission Member Kennedy, second by Commission member Caplan to Andrew Knittel for the position of Parts Room Coordinator

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

Commission Member Caplan thanked Director Drsek for his time. She said requesting the non-compete had nothing to do with the Commission's level of trust or overseeing what everyone's doing. It is what State law and the Commission's Rules and Regulations require. Commission Member Huml said the City wants the best candidates they can get to be successful. The Commission has a legal responsibility in terms of fairness and equity to

make that happen. And if there are ever complaints, they would be directed to Civil Service.

There was short discussion regarding the Service Department wage scale. He said they have been experiencing issues retaining employees because of low wages. He and Director Stolarsky worked together and adjusted wages to what they felt were more appropriate to the surrounding communities. Solon is not the highest nor is it the lowest; they are somewhere in the middle. Beachwood and Pepper Pike are the highest but their comparables are different. For Beachwood, their longevity is built into their wages and their healthcare costs are higher. Strongsville is similar to Solon. The new hires will be started at \$19 per hour as Service Worker II to accommodate the higher wages. Other wages were adjusted as well. As an example, he said Solon's mechanics were well underpaid compared to other communities. Commission Member Kennedy said consolidating the levels made it clearer, as well. Commission Member Huml said it was a well-conceived and thought out plan and nobody was hurt within that process as they leveled the playing field. Director Drsek explained there was one four/five year employee who was paid less than a two year employee. Commission Member Huml said it helps that Director Drsek rose through the ranks and has an understanding for the field. Commission Kennedy said there will always be compression where an employee would receive a raise that was not comparable to the market. So every 8-10 years those markets have to be studied so you do not lose valuable employees in the process. He said the City is spending significant dollars to retain good employees. Commission Member Kennedy said she applauds him for all the work involved. The Commission thanked him for his time.

**Water Reclamation Department**

The Commission reviewed the Position Announcement, the application of Michael Jankowski and his work experience. Commission Member Caplan moved to approve the hiring of Michael Jankowski for the position of Wastewater Operator based upon the materials provided by the HR Department and that there will be a background check and that he meets the minimum requirements within the timeframe specified within the Position Announcement. Commission Member Kennedy seconded the motion.

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

**ADJOURNMENT**

There being no further business to conduct, Commission Member Huml moved to adjourn the meeting at 3:04 p.m. Commission Member Caplan seconded the motion.

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

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Prepared and Submitted by \_\_\_\_\_  
Kim M. Perry, Secretary