

SOLON CIVIL SERVICE COMMISSION
JUNE 19, 2018 – 4:00 p.m.

ROLL CALL

Present: Commission Members Caplan, Kennedy, Huml

APPROVAL OF MINUTES

Commission Member, Kennedy taking minutes & will have minutes for July 18th meeting. Until a secretary is hired the commission will be responsible for taking their own minutes.

PAYROLL CHANGE/RATE SHEETS

No Payroll Change/Rate Sheets available for approval so the Commission took no action.

CORRESPONDENCE

Reviewed letter from Chief Viland to the Commission confirming appointment of Joseph P. Randazzo as a probationary patrol officer.

HIRING SECRETARY FOR CIVIL SERVICE COMMISSION

Commission Member, Huml brought Commission up-to-date on hiring a new secretary for the Civil Service Commission. He will reach out to Nancy Stolarsky to obtain examples of job descriptions for departmental & general secretaries. The Commission will need to develop a job description with specific roles & responsibilities for the duties of secretary who will support the Civil Service Commission. Commission Member, Caplan volunteered to develop a first draft of the job description for the Civil Service Commission Secretary.

RULES & REGULATIONS DOCUMENT FOR CIVIL SERVICE COMMISSION

Commission Member Kennedy noted that the Civil Service Commission would still need to complete their final review of the Rules & Regulations Document and develop a full list of recommended changes. Date for final review will need to be established.

DATES OF FUTURE MEETINGS

July 18
July 31
August 14
August 28

ADJOURNMENT

There being no further business to conduct, Chairman Huml moved to adjourn the meeting at 4:20 p.m. Commission Member Caplan seconded the motion.

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

Prepared and Submitted by _____
Maryann Kennedy, Civil Service Commissioner