

**SOLON CIVIL SERVICE COMMISSION**  
**August 28, 2018 – 4:00 p.m.**

**ROLL CALL**

Present: Commission Members Caplan, Huml, Kennedy

Also Present: Mark Hawley, Assistant Director of City Services, Mike Shymske, Fleet Division Manager and Kim Perry, Future Secretary to the Civil Service Commission

Absent: None

**APPROVAL OF MINUTES**

Motion by Member Huml, second by Member Kennedy to approve the meeting minutes of August 14, 2018.

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

**PAYROLL and PAYROLL CHANGE/RATE SHEETS**

The available Payroll Rate Change Sheets and Payroll Registries were approved and signed by the Commission. No action was taken.

**CORRESPONDENCE**

There was no correspondence for the period.

**Old Business**

**Job Description – Civil Service Secretary Discussion**

The Commission reviewed the Civil Service Secretary job description and asked Ms. Perry to take one final review and to offer her input.

Motion by Member Huml, second by Member Caplan to approve the document subject to the review by Ms. Perry.

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

**New Business**

**Police Department**

Memo dated August 21, 2018 from Chief Viland requesting the removal of Candidate #1 from the current entry level list for cause and that the next name be forwarded for review.

Memo dated August 21, 2018 from Chief Viland requesting the removal of Candidate #3 from the current entry level list for cause and that the next name be forwarded for review.

Motion by Member Huml, second by Member Caplan to approve the removal of Candidate #1 and #3 and that the next two names be forwarded to Chief Viland for review.

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

**Service Department**

Mark Hawley and Mike Shymske were in attendance to answer questions related to the hiring of Carrie Richardson for the position of Parts Room Coordinator. Her application and resume were distributed to the Commission for their review. A brief review and question and answer period followed.

Motion by Member Huml, second by Member Caplan to approve the hiring of Carrie Richardson for the position of Parts Room Coordinator at the Service Department.

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

Mark Hawley directed the Commission to a memo from Director Drsek requesting permission to hold an agility test for Service Worker after exhausting the May 12, 2018 list. The Service Department would like to hold the test on October 20, 2018 in order to have a certified list for open positions that may occur.

Motion by Member Huml, second by Member Kennedy approving the request from Director Drsek to hold an agility test on October 20, 2018.

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

**Work Session**

The Commission selected Tuesday, September 25<sup>th</sup> at 3:00 p.m. prior to the regularly schedule 4:00 p.m. to hold a work session.

Member Huml noted that there may be a need to update the Civil Service list of current employees and available positions and requested that Ms. Perry work with the Human Resources Department to complete that task.

**ADJOURNMENT**

There being no further business to conduct, Member Huml moved to adjourn the meeting at 4:24 PM. 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 Perry, Secretary