

**SOLON CIVIL SERVICE COMMISSION**  
**July 18, 2018 – 4:00 p.m.**

**ROLL CALL**

Present: Commission Members Caplan, Huml, Kennedy

**APPROVAL OF MINUTES**

Motion by Chairman Huml, second by Member Caplan to approve the meeting minutes of June 5, 2018, as prepared by Member Maryann Kennedy.

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

Motion by Chairman Huml, second by Member Caplan to approve the meeting minutes of June 19, 2018, as prepared by Member Maryann Kennedy.

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

**PAYROLL CHANGE/RATE SHEETS**

Payroll change sheets were approved by all and signed  
Payroll rate sheets were approved by all and signed

**CORRESPONDENCE**

No correspondence to discuss

**New Business – Ms. Jill Frankel – Selection of Activity Assistant/Receptionist for the Department of Senior Services**

Ms. Frankel requested to promote the current part time person (Ms. Booker) to full time. The full time position would be considered a promotion as it is as expansion of the current role. Therefore, the position adjustment was not posted.

Motion by Member Caplan, second by Member Kennedy to approve the promotion from part time position to full time position.

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

**New Business – Job Description – Civil Service Secretary Discussion**

Member Caplan stated she will put together a draft of the Civil Service Secretary job description and requested a working meeting to review as a team.

Additional item was discussed regarding the addition to the Water Reclamation Department and the need for Civil Service Commission to be informed and review all personnel information prior to hiring. It was noted that the process has become too relaxed and the request was made for HR to send out a reminder memo. Secretary Nelson was asked to speak with HR regarding this issue. The detailed protocol is outlined in Section 8.06 of the Civil Service Commission Rules and Regulations document.

It was then also noted that the April 28, 2015 version of the Civil Service Commission document needs to be updated. Member Kennedy confirmed this process has been started.

**DATES OF FUTURE MEETINGS**

July 31  
August 14  
August 28

