

**SOLON CIVIL SERVICE COMMISSION**  
**September 11, 2018 – 4:00 p.m.**

**ROLL CALL**

Present: Commission Members Caplan, Huml, Kennedy and Secretary Perry  
Absent: None

**APPROVAL OF MINUTES**

Motion by Commission Member Huml, second by Commission Member Caplan to approve the meeting minutes of August 28, 2018.

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

**APPROVAL OF PAYROLL and PAYROLL CHANGE/RATE SHEETS**

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

Motion by Commission Member Huml, second by Commission Member Caplan to approve the Payroll Registry for the period.

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

**CORRESPONDENCE**

There was zero correspondence for the period.

**Old Business**

*Job Description – Civil Service Secretary Description*

This item is pending review by Secretary Perry.

**New Business**

*Service Department*

Commission Member Huml mentioned that Director Drsek had a part time employee that he would consider making full time if the Rules and Regulations had accommodations for that type of hire. The Commission asked that Director Drsek attend the next meeting to further discuss the matter and to allow the Commission time for review.

*Civil Service Commission*

Commission Member Kennedy noted now that Secretary Perry was back and working for the Commission part time it may be time that the Commission was more hands on with the day to day business. She expressed that if Secretary Perry needed a helping hand, the Commission would be happy to assist her.

**ADJOURNMENT**

There being no further business to conduct, Commission Member Caplan moved to adjourn the meeting at 4:23 PM. Commission Member Huml 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