

**SOLON CIVIL SERVICE COMMISSION**  
**September 25, 2018 – 4:19 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 September 11, 2018.

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

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

There were zero Payroll Rate Change Sheets. No other action was taken by the Commission.

Motion by Commission Member Huml, second by Commission Member Caplan to approve the Payroll Registry for the period ending September 9, 2018.

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

**CORRESPONDENCE**

Letter dated September 21, 2018 from Chief Viland requesting to remove applicant #5 from the list and requesting the release of applicant #6 for review.

Motion by Commission Member Huml, second by Commission Member Kennedy to remove applicant #5 from the list and release applicant #6 for review.

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

**Old Business**

*Job Description – Civil Service Secretary Description*  
This item is pending review by Secretary Perry.

**New Business**

*Service Department*

Director Drsek addressed the Commission during their Work Session. Information regarding this item will be recorded as part of those minutes.

*Selection of Future Meeting Dates*

The Commission selected November 6, November 20, December 4 and December 18, all at 4:00 p.m., for their November and December meetings.

**ADJOURNMENT**

There being no further business to conduct, Commission Member Caplan moved to adjourn the meeting at 4:19 pm. Commission Member Huml seconded the motion.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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