

**SOLON CIVIL SERVICE COMMISSION**  
**November 6, 2018 – 4:06 p.m.**

**ROLL CALL**

Present: Commission Members Caplan, Huml, Kennedy and Secretary Perry

**APPROVAL OF MINUTES**

Motion by Commission Member Huml, second by Commission Member Caplan to approve the meeting minutes of October 23, 2018.

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

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

The Payroll and the Payroll Change/Rate Sheets were unavailable for the period. No action was taken by the Commission.

**CORRESPONDENCE**

An employee warning was issued to an employee of Water Reclamation for failing to implement the Emergency Response Plan in a timely manner resulting in the facilities Tertiary Treatment becoming plugged, going high level and bypassed. Any bypass is prohibited. The incident was a violation of the permit and required reporting to the EPA. No action was taken by the Commission.

**New Business**

*Police Department*

Secretary Perry noted she received an e-mail from Chief Viland indicating that a promotional examination for Sergeant and Lieutenant might be needed to fill a position early 2019. Both written exams and panel interviews would be needed.

Motion by Commission Member Huml, second by Commission Member Kennedy authorizing the Secretary to begin preparations for a Sergeant and Lieutenant Promotional Examination for the Police Department at her earliest convenience.

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

Motion by Commission Member Huml, second by Commission Member Caplan authorizing the passing percentage to be 70% and that the top five candidates for both Sergeant and Lieutenant would be put through panel interviews.

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

Secretary Perry noted Chief Viland's concern that one possible candidate for Sergeant was currently deployed in the Middle East and questioned his ability to take the examination. The Commission suggested the Secretary obtain an opinion from outside Counsel.

*Work Session*

The Work Session for November 13<sup>th</sup> and items up for review were discussed. Commission Member Kennedy asked if a word document of the Rules and Regulations were available for her to electronically mark-up as the review progresses. Commission Member Huml said he would make the request to outside Counsel.

**ADJOURNMENT**

There being no further business to conduct, Member Huml moved to adjourn the meeting at 4:37 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