SOLON CIVIL SERVICE COMMISSION
November 20, 2018 – 4:12 p.m.

ROLL CALL
Present: Commission Members Huml, Kennedy and Secretary Perry
Absent: Commission Member Caplan

APPROVAL OF MINUTES
The minutes of November 6 were not available for review. No action was taken by the Commission.

APPROVAL OF PAYROLL and PAYROLL CHANGE/RATE SHEETS
The available Payroll Change/Rate Sheets for the period were signed by the Commission. No other action was taken by the Commission.

Motion by Commission Member Huml, second by Commission Member Kennedy to approve the Payroll for the Periods Ending October 21, 2018 and November 4, 2018 as provided by the Finance Department.

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

CORRESPONDENCE
Departmental Charges were issued to an employee of the Solon Police Department Corrections Unit for violation of Rule 10, Job Performance related to mismanagement of prisoner medication. A pre-disciplinary hearing has been scheduled. No action was taken by the Commission.

Old Business
Police Department
With regards to the Full Time Corrections Officer posting, Secretary Perry noted the final date to file applications and pay the fee falls on the day after Thanksgiving of which City Hall is closed. It appeared that approximately 23 applications were filed on-line as of the meeting date, however, only five had paid the $20 fee. The Commission agreed to allow additional time *for payment only!*

Work Session
Commission Member Kennedy noted she has been making progress on the mark up of the Rules and Regulations and her goal was to have a finished product by the next meeting.

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

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

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Prepared and Submitted by_____
Kim Perry, Secretary