

SOLON CIVIL SERVICE COMMISSION
December 18, 2018 – 4:13 p.m.

ROLL CALL

Present: Commission Members Caplan, Huml, Kennedy, Manger of Solon Center for the Arts Tracy Sullivan and Secretary Perry

APPROVAL OF MINUTES

Motion by Commission Member Huml, second by Commission Member Kennedy to approve the minutes of December 4, 2018.

Roll Call: Aye: Huml, Kennedy
 Abstain: Caplan The Motion Carried

APPROVAL OF PAYROLL and PAYROLL CHANGE/RATE SHEETS

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

The Payroll for December 7, 2018 was not available.

OLD BUSINESS

The Secretary presented to the Commission the completed Eligibility List for Full Time Corrections Officer. The test was given on December 4, 2018 by Personnel Selection Services. Twelve applicants signed up to take the exam, 10 applicants attended the exam, 7 applicants passed the exam and 3 applicants failed the exam.

Motion by Commission Member Huml, second by Commission Member Kennedy to approve the current eligibility list for Full Time Corrections Officer.

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

According to the Rules and Regulations, all 7 candidates and their applications were to be given to Chief Viland and Sgt. McGee for review.

NEW BUSINESS

Manager of the Solon Center for the Arts, Tracy Sullivan submitted a request to hire Britney Kuehm for the full time position of Theater Coordinator. Manager Sullivan addressed the Commission stating with the departure of Christine Madden the position of Theater Coordinator became vacant. The position was posted, sixteen people applied, interviews were conducted and it was determined that Britney Kuehm was the best fit for the department.

Following a brief review of Ms. Kuehm's application and discussion amongst the Commission, there was a motion by Commission Member Huml, and a second by Commission Member Kennedy to approve the hiring of Britney Kuehm for the position of Full Time Theater Coordinator.

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

PROGRESS ON UPDATE OF RULES AND REGULATIONS

The rules and regulations were updated with the most current suggestions/recommendations. Commission Member Kennedy agreed to send the completed version to legal counsel for an opinion.

RESOLUTION

"The Solon Civil Service Commission members congratulate Leah Caplan for her multiple years of service to employees of the City of Solon and job applicants for her unwavering commitment, support and high degree of professional legal expertise on the Commission in pursuit of equity and fairness in employment matters. As she departs this service, we wish her many years of further professional service and, above all, good health and personal reward. On this day, December 18, 2018, we vote unanimously to adopt this resolution."

ADJOURNMENT

There being no further business to conduct, Commission Member Huml moved to adjourn the meeting at 4:43 PM. Commission Member Kennedy seconded the motion.

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

Prepared and Submitted by _____
Kim Perry, Secretary