

OLON CIVIL SERVICE COMMISSION
April 3, 2019 – 4:30 p.m.

ROLL CALL

Present: Commission Members Gross, Huml and Kennedy, Assistant Service Director Mark Hawley and Secretary Perry

TUTORIAL ON USAGE OF CITY E-MAIL

Network/Support Server Analyst Walker provided the Commission a brief overview of the City E-mail system of which they have now been included. He also created a "Civil Service" group which can be accessed using the ~ symbol. The Commission thanked Mr. Walker for his time.

SERVICE DEPARTMENT

Assistant Service Director Hawley distributed to the Commission a memo dated March 22, 2109 from Service Director Bandiera requesting approval to hold an agility exam for multiple open service worker positions within the Department.

Motion by Commission Member Huml, second by Commission Member Gross to approve the request of the Service Department to hold an agility exam for multiple open service worker positions within the Department on a date yet to be determined.

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

Assistant Service Director Hawley distributed to the Commission a memo dated March 28, 2019 from Service Director Bandiera regarding the hiring of Francie Carbone for the position of Secretary 1 in the Service Department. Mr. Hawley explained 29 applicants applied for the position, seven applicants were selected for phone interviews and a final list of three individuals were selected for in-person interviews. Francie Carbone is the final recommendation for the position.

Motion by Commission Member Huml, second by Commission Member Kennedy to approve the hiring of Francie Carbone for the Position of Secretary 1 in the Service Department.

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

APPROVAL OF MINUTES

Approval of the minutes of March 6 were tabled to the next meeting.

Motion by Commission Member Huml, second by Commission Member Kennedy to approve the minutes of March 20, 2019.

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

APPROVAL OF PAYROLL and PAYROLL CHANGE/RATE SHEETS

Motion by Commission Member Huml, second by Commission Member Kennedy to approve the Payroll of March 29 as submitted by the Payroll Department.

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

The available Payroll Change/Rate Sheet was approved by the Commission. No other action was taken.

PROGRESS ON UPDATE OF RULES AND REGULATIONS

Commission Member Kennedy updated Commission Member Gross on the progress of the update. She also noted she would circulate the final document to Council and Mayor Kraus for their opinions prior to passage.

SOLON POLICE PROMOTIONAL EXAM

The Secretary reminded the Committee of the upcoming exam on Saturday, April 6, 2019 at the Community Center. Thirteen patrol officers and six Sergeants where scheduled to take the exam.

SELECTION OF MAY AND JUNE MEETING DATES

The Commission selected May 1, May 15, June 5 and June 19, all at 4:30 p.m., for their May and June meeting dates.

ADJOURNMENT

There being no further business to conduct, Commission Member Huml moved to adjourn the meeting at 5:45 PM. Commission Member Kennedy seconded the motion.

Roll Call:	Aye:	Gross, Huml, Kennedy
	Nay:	None

The Motion Carried

Prepared and Submitted by _____
Kim Perry, Secretary