

SOLON CIVIL SERVICE COMMISSION
April 16, 2019 – 5:30 p.m.

ROLL CALL

Present: Commission Members Gross (entered meeting at 5:25 pm) and Kennedy, City Engineer Busch, Public Works Director Drsek and Secretary Perry
Absent: Commission Member Huml

NON-COMPETATIVE EXAMINATION FOR THE POSITION OF PROJECT ENGINEER

Commission Member Kennedy opened the meeting by conducting an interview via Skype with Candidate Matthew Bennett for the position of Project Engineer in the Engineering Department. Upon the arrival of Commission Member Gross, he was updated on the qualifications of Matthew Bennett. Directors Busch and Drsek explained nine candidates applied for the position, three candidates were interviewed by phone and two candidates were chosen for in person interviews. After conducting those interviews, Matthew Bennett was the candidate selected as being the most qualified for the position.

Motion by Commission Member Kennedy, second by Commission Member Gross to approve the hiring of Matthew Bennett for the position of Project Engineer in the Engineering Department.

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

APPROVAL OF MINUTES

Approval of the minutes of April 3 were tabled to the next meeting.

Motion by Commission Member Gross, second by Commission Member Kennedy to approve the minutes of March 6, 2019.

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

APPROVAL OF PAYROLL and PAYROLL CHANGE/RATE SHEETS

Motion by Commission Member Gross, second by Commission Member Kennedy to approve the Payroll of April 12 as submitted by the Payroll Department.

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

The available Payroll Change/Rate Sheets were approved by the Commission. With regards to the Secretary 1 position in the Service Department, it was questioned why the employee's pay was decreased once hired full time. The Secretary noted she would obtain a response from the HR Department. No other action was taken.

PROGRESS ON UPDATE OF RULES AND REGULATIONS

There was brief discussion on adding Skype interviews to the Rules and Regulations as well as review periods immediately following promotional exams.

CORRESPONDENCE

Memo dated April 9, 2019 from Chief Viland to the Civil Service Commission requesting the removal of candidates 12, 16, 1 and 21 from the entry level eligibility list for cause.
Memo dated April 15, 2019 from Chief Viland to the Civil Service Commission requesting the removal of candidates 10 and 17 the entry level eligibility list for cause.

