

**OLON CIVIL SERVICE COMMISSION**  
**June 5, 2019 – 5:30 p.m.**

**ROLL CALL**

Present: Commission Members Gross, Huml and Kennedy, Director of City Services Bandiera and Secretary Perry.

**SERVICE DEPARTMENT**

Director Bandiera was in attendance to update the Commission on his decision to hire five applicants off the recently approved Eligibility List noting there were still a few qualified candidates remaining on the list should the need arise. There were 16 candidates certified at the last meeting. On the day of the agility test, he explained, he holds a brief interview with each passing candidate asking their previous work experience relating to City work, why they wanted to work for the City of Solon and their long term-goals. This brief question and answer period offers a glimpse into the candidate's demeanor. Once the candidates passed background checks and the list was narrowed down, nine candidates were asked to return for a second interview session with the Assistant Service Director and the Solid Waste and Recycling Manager which lasted approximately 1½ hours long. They are all asked the same list of questions.

Director Bandiera explained the reason for his choices. Candidate #1 for hire had a slew of good qualities; Candidate #2 had excavating background; Candidate #3 worked for a waste management company and would be useful in the City's waste management program; Candidate #4 had a long list of concrete and masonry experience; Candidate #5 worked for the University Heights Service Department on a part-time basis with little opportunity to be promoted to full time.

The Commission asked Director Bandiera what method he utilizes to inform candidates they have not passed the background check. Director Bandiera said he sends each candidate a letter. He offered to send a copy to the secretary via e-mail to share with the members.

Motion by Commission Member Huml, second by Commission Member Gross to approve the hiring of the candidates noted in Director Bandiera's Memorandum of June 3, 2019 for the positions of Service Worker II.

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

The Commission noted this list could inactivate after these hires but since qualified candidates remained the list could stay in the active status for a period of one year.

**APPROVAL OF MINUTES**

Motion by Commission Member Huml, second by Commission Member Gross to approve the minutes of May 1, 2019 and May 15, 2019 as presented by Secretary Perry.

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

The Special Meeting Minutes of May 29, 2019 were tabled to the next meeting.

**CORRESPONDENCE**

Classified Order dated June 3, 2019 from Chief Viland promoting Ptl. Roy Cunningham, III to Sergeant effective June 3, 2019.

Classified Order dated June 3, 2019 from Chief Viland promoting Sgt. Jamey Hofmann to Lieutenant effective June 3, 2019.

Memo dated May 29, 2019 from Chief Viland to Mayor Kraus requesting Ptl. Randazzo's probation be terminated and that he be permanently appointed to the position of Patrolman.

**PROGRESS ON UPDATE OF RULES AND REGULATIONS**

Commission Member Kennedy asked the Commission to review the Rules and Regulations with regards to 1.) utilizing Skype for interviews, 2.) written notice to disqualified candidates and 3.) challenges on promotional examinations. These are the final items needed before taking the final edition of the document to Council.

**LETTER AND PROCEDURES FOR DISQUALIFIED CANDIDATES**

Commission Member Kennedy noted the process and procedure for notifying disqualified candidates needs to be reviewed further. Given the response from certain disqualified candidates, the Commission would like to gain a better understanding for how candidates are screened and information is validated during the background investigation. The Human Resource Director & Law Director will be included on this follow-up.

Commission Member Kennedy noted Candidate #12 sent the Commission an e-mail stating some of the allegations in her removal were false. Commission Member Kennedy will be drafting and vetting an e-mail with the Commission to Chief Viland with regards to the evaluation process so a response may be offered to the Candidate.

**SELECTION OF MEETING DATES**

With regards to their July and August meetings, the Commission selected **July 3, July 17, August 7** and **August 21**. All meetings are scheduled to begin at 5:30 p.m.

**ADJOURNMENT**

There being no further business to conduct, Commission Member Gross moved to adjourn the meeting at 6:32 PM. Commission Member Huml seconded the motion.

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

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Prepared and Submitted by \_\_\_\_\_  
Kim Perry, Secretary