

**OLON CIVIL SERVICE COMMISSION**  
**June 28, 2011 – 6:40 p.m.**

The Solon Civil Service Commission met at Solon City Hall.

**PRESENT:** Commission Members Doberstyn, Huml, and Patton, Benefits Coordinator Day, Administrative Manager of City Services Holub and Secretary Perry

**APPROVAL OF MINUTES**

Mr. Huml moved to approve the Minutes of May 24, 2011 as presented. Mr. Doberstyn seconded the motion.

Mr. Huml moved to approve the Minutes of June 7, 2011 as presented. Mr. Patton seconded the motion.

Roll Call:                   Aye: Doberstyn, Huml, Patton  
                                  Nay: None                               The Motion Carried

**APPROVAL OF PAYROLL**

Mr. Doberstyn moved to approve the hourly/salary payroll for Pay End Date June 17, 2011 as submitted by the Payroll Department. Mr. Patton seconded the motion.

Roll Call:                   Aye: Doberstyn, Huml, Patton  
                                  Nay: None                               The Motion Carried

**REVIEW OF PAYROLL CHANGE/RATE SHEETS**

The Commission reviewed and signed the available payroll change/rate sheets provided by the Payroll Department. No action was taken by the Commission.

**BUDGET REVIEW**

The Monthly Report of Departmental Expenditures/Charges for the Month Ending May 31, 2011 was reviewed. No action was taken by the Commission.

**CORRESPONDENCE**

A Classified Order dated June 17, 2011 was received from the Police Department regarding new hire Auxiliary Officer Ralph Jaros effective June 16, 2011.

Letter dated June 24, 2011 to Stacey Szczudlo from Chief Viland hiring her as a part time Corrections Officer.

Memo dated June 24, 2011 from Administrative Manager Holub asking to remove Candidate Number 3 (Bryan Lewis) from the current eligibility list. Mr. Lewis declined the offer of employment in the Service Department.

Memo dated June 28, 2011 from Administrative Manager Holub reporting there is another opening to be filled in the Service Department and requesting the next name on the current eligibility list to replace removed Candidate Number 3, Bryan Lewis. Mr. Patton moved to authorize the Secretary to provide Mr. Holub with the requested name. Mr. Doberstyn seconded the motion.

Roll Call:                   Aye: Doberstyn, Huml, Patton  
                                  Nay: None                               The Motion Carried

**NON COMPETITIVE EXAMINATIONS**

Administrative Manager Holub presented a memo dated June 27, 2011 from Director of City Services Bandiera regarding two Candidates for full time employment in the Service Department. The candidates were present for non competitive examinations.

Administrative Manager Holub introduced candidate Bryan Bartch who was present to participate in a non-competitive examination for the position of Laborer at the Service Department. Mr. Huml explained the procedure and the examination was administered.

Administrative Manager Holub introduced candidate Brendan Prebish who was present to participate in a non-competitive examination for the position of Laborer at the Service Department. Mr. Huml explained the procedure and the examination was administered.

Based upon his interview and the support of Director Bandiera and Administrative Manager Holub, Mr. Huml moved to approve the hiring of Bryan Bartch for the position of Laborer at the Service Department. Mr. Patton seconded the motion.

Roll Call:                   Aye: Doberstyn, Huml, Patton  
                                  Nay: None                               The Motion Carried

Based upon his interview and the support of Director Bandiera and Administrative Manager Holub, Mr. Huml moved to approve the hiring of Brendan Prebish for the position of Laborer at the Service Department. Mr. Doberstyn seconded the motion.

Roll Call:                   Aye: Doberstyn, Huml, Patton  
                                  Nay: None                               The Motion Carried

There being no further business to discuss, Mr. Huml moved to adjourn at 7:18 p.m. Mr. Doberstyn seconded the motion. The next meeting is scheduled for Tuesday, July 5<sup>th</sup> at 6:30 p.m.

Roll Call:                   Aye: Doberstyn, Huml, Patton  
                                  Nay: None                               The Motion Carried

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