

SOLON CIVIL SERVICE COMMISSION
August 28, 2019 – 5:33 p.m.

ROLL CALL

Present: Commission Members Huml and Kennedy, Planning Director Frankland and Secretary Perry.
Absent: Commission Member Gross

APPROVAL OF MINUTES

Motion by Commission Member Huml, second by Commission Member Kennedy to approve the Meeting Minutes of August 7, 2019 as presented by Secretary Perry.

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

APPROVAL OF PAYROLL

Motion by Commission Member Kennedy, second by Commission Member Huml to approve the City Payroll of August 16, 2019 and August 30, 2019.

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

APPROVAL OF PAYROLL RATE/CHANGE SHEETS

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

CORRESPONDENCE

Letter dated July 25, 2019 from Chief Viland to Thomas Kazimer hiring him as a probationary Patrol Officer for the City. No action was taken by the Commission.

Letter dated August 5, 2019 from Chief Viland to George Ratka hiring him as a School Crossing Guard. No action was taken by the Commission.

Memo dated August 9, 2019 from Chief Viland to the Commission requesting the removal of Candidate #44 from the Entry Level Patrol Officer list for cause. Motion by Commission Member Kennedy, second by Commission Member Huml to approve the removal of Candidate #44 and approving the release of the next available applicant.

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

Memo dated August 12, 2019 from Chief Viland to the Commission requesting the removal of Candidate #48 from the Entry Level Patrol Officer list for cause. Motion by Commission Member Kennedy, second by Commission Member Huml to approve the removal of Candidate #48 and approving the release of the next available applicant.

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

Memo dated August 20, 2019 from Chief Viland to the Commission requesting the removal of Candidate #52 from the Entry Level Patrol Officer list for cause. Motion by Commission Member Kennedy, second by Commission Member Huml to approve the removal of Candidate #52 and approving the release of the next available applicant.

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

Based on past precedence, Motion by Commission Member Huml, second by Commission Member Kennedy to release the remaining four applications to the Police Department for their review.

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

**NON-COMPETITIVE EXAMINATION
PLANNER 1 POSITION**

Director Frankland addressed the Commission regarding the hiring of Victoria Dever for the position of Planner 1. A total of 29 applications and resumes were received through the online application process during the posting period. Six of the candidates were selected for phone interviews and three candidates were selected for in person interviews. During the in person interviews it became clear that Victoria Dever demonstrated an excellent understanding of planning techniques, roles and functions, as well as the ability to learn the City's standards and practices and would be the best fit for the Planning Department. Commission Member Kennedy noted the candidates Master of Science in Urban Design and City Planning from University College in London, England and the excellence of that University. She also noted the City uses Targeted Selection in reviewing candidates and along with the materials for review provided by the Director, moved to approve the recommendation of Victoria Dever for the Planning 1 position. The motion was seconded by Commission Member Huml.

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

PROGRESS ON UPDATE OF RULES AND REGULATIONS

Due to the absence of Commission Member Gross, this item is being tabled to the next meeting.

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: Huml, Kennedy
 Nay: None The Motion Carried

Prepared and Submitted by _____
Kim Perry, Secretary