

**OLON CIVIL SERVICE COMMISSION**  
**August 2, 2011 – 6:27 p.m.**

The Solon Civil Service Commission met at Solon City Hall.

**PRESENT:** Commission Members Doberstyn, Huml, and Patton, Benefits Administrator Day, City Services Director Bandiera and Secretary Perry.

**APPROVAL OF MINUTES**

Mr. Patton moved to approve the Minutes of July 19, 2011 as presented. Mr. Doberstyn seconded the motion.

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

**APPROVAL OF PAYROLL**

Mr. Huml moved to approve the hourly/salary payroll for Pay End Date July 29, 2011 as submitted by the Payroll Department. Mr. Patton seconded the motion.

Roll Call:                 Aye: Huml, Doberstyn, 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 Report of Expenditures for Month Ending June 30, 2011 was reviewed. It was noted the account is over-budget and that an adjustment may need to be made at a future time. The secretary stated the prior year budget was low due to fewer job postings and this year's budget was based on that. No action was taken by the Commission.

**CORRESPONDENCE**

Letter dated August 1, 2011 from Director Bandiera to Laborer applicant Jason Simpson.

Letter dated August 1, 2011 from Director Bandiera to the Civil Service Commission regarding his recommendation of hiring Mathew Markiewicz for the available Laborer's position.

**REGULAR BUSINESS**

Director Bandiera addressed the Commission regarding his selection of Mathew Markiewicz for the current available laborer's position. He explained the interview process he uses and demonstrated to the Commission why Mr. Markiewicz was selected. He explained that Mr. Markiewicz has worked for the Service Department for approximately 8 years as a permanent part-time employee. He obtained his CDL on his own, has had training in confined spaces, operating tow motors and frequently volunteers for the weekend platoons during the winter months. He said Mr. Markiewicz continues to educate himself and strives to succeed.

Director Bandiera introduced candidate Markiewicz who was in attendance for a non-competitive examination. Mr. Huml explained the procedure and the examination was administered.

Based upon his interview and the support of Director Bandiera, Mr. Huml moved to approve the hiring of Mathew Markiewicz 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

The next Civil Service Meeting is scheduled for Tuesday, August 30, 2011 at 6:30 p.m.

There being no further business to discuss, Mr. Patton moved to adjourn at 6:54 p.m. Mr. Doberstyn seconded the motion.

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

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