

**SOLON CIVIL SERVICE COMMISSION**  
**August 30, 2011 – 6:32 p.m.**

The Solon Civil Service Commission met at Solon City Hall.

**PRESENT:** Commission Members Doberstyn, Huml, and Patton, Human Resources Director Cornhoff, Administrative Manager Holub, Director Solanics, Secretary Perry

**APPROVAL OF MINUTES**

Mr. Patton moved to approve the Minutes of August 2, 2011 as presented. Mr. Doberstyn seconded the motion.

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

**APPROVAL OF PAYROLL**

Mr. Doberstyn moved to approve the hourly/salary payroll for Pay End Date August 12, 2011 as submitted by the Payroll Department. Mr. Patton seconded the motion.

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

Mr. Doberstyn moved to approve the hourly/salary payroll for Pay End Date August 26, 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 payroll change/rate sheets provided by the Payroll Department. No action was taken by the Commission.

**BUDGET REVIEW**

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

**CORRESPONDENCE**

Received Classified Order from Chief Viland regarding the retirement of Patrolman Jeffrey Pedicino effective October 7, 2011.

Memo dated August 9, 2011 from Chief Viland requesting the removal of Milo Tilocco and Rocco Tabor from the current patrolman eligibility list and the release of the next two names on the list to replace them.

Memo dated August 15, 2011 from Chief Viland to Patrolman Jamie Anderson regarding Departmental Charges.

Letter dated August 18, 2011 from Chief Viland to Roy Cunningham, III informing him he has been hired by the Police Department.

E-mail dated August 23, 2011 from Chief Shaw regarding "The Future of Civil Service in Ohio" seminar conducted by Clemans, Nelson & Associates on either September 23, 2011 or October 5, 2011.

Memo dated August 24, 2011 from Chief Viland requesting the removal of Joshua Varga from the current patrolman eligibility list and the release of the next name on the list to replace him.

Memo dated August 25, 2011 from Director Solanics regarding the hiring of Cynthia Mullins for the available Operator position.

Memo dated August 26 from Chief Viland to Patrolman Anderson regarding Departmental Charges.

Memo dated August 30, 2011 from Administrative Manger Holub regarding the hiring of Matt Totarella for the available Laborer position.

Memo dated August 30, 2011 from Administrative Manager Holub regarding two openings in the Service Department and their request for the names of candidates 7-10 from the current eligibility list to begin the hiring process.

### **REGULAR BUSINESS**

Mr. Huml moved to authorize the Secretary to release the next four names from the current laborer eligibility list to Administrative Manger Holub to continue the hiring process for the next two available positions within the Service Department. Mr. Doberstyn seconded the motion.

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

Mr. Huml moved to authorize the Secretary to release the next four names from the current patrolman eligibility list to Chief Viland to continue the hiring process for patrolman in the Police Department. These names replace the three candidates removed from the list and the candidate recently hired by the Police Department. Mr. Doberstyn seconded the motion.

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

Director Solanics addressed the Commission regarding their selection of Cynthia Mullins for the available Operator position at Water Reclamation. He explained their extensive rating procedures used for the hiring process and noted Cynthia was the top choice.

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

Based upon her interview and the support of Director Solanics, Mr. Huml moved to approve the hiring of Cynthia Mullins for the position of Operator at Water Reclamation. Mr. Patton seconded the motion.

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

Administrative Manager Holub addressed the Commission regarding their selection of Matthew Totarella for the available Laborer position at the Service Department. He has been a permanent part-time employee of the Service Department for two years, enthusiastically performs any job given to him, is eager to learn and excel and is well liked by his fellow employees.

Administrative Manager Holub introduced Matthew Totarella 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 Administrative Manger Holub, Mr. Huml moved to approve the hiring of Matthew Totarella 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, September 6, 2011 at 6:30 p.m.

There being no further business to discuss, Mr. Patton moved to adjourn at 7:23 p.m. Mr. Doberstyn seconded the motion.

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

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