

**OLON CIVIL SERVICE COMMISSION**  
**Wednesday, March 17, 2021 – 5:30 p.m.**  
**Meeting Held Via Zoom**

Chairman Kennedy opened the meeting with the **ROLL CALL**

**Present:** Commission Members Adelman, Gross, Kennedy and Secretary Perry

**Also Present:** Assistant Chief of Police Haines and Director of Planning and Community Development Frankland

**APPROVAL OF MINUTES**

Motion by Commission Member Gross, second by Commission Member Adelman to approve the minutes of March 3, 2021 as prepared and presented by Secretary Perry.

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

**APPROVAL OF PAYROLL**

Motion by Commission Member Gross, second by Commission Member Adelman to approve the Payroll Registry for the pay date March 12, 2021 as prepared and submitted by the Payroll Department.

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

**PAYROLL CHANGE/RATE SHEETS**

Motion by Commission Member Kennedy, second by Commission Member Adelman to approve the Payroll Change/Rate Sheet for the period. (1)

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

**CORRESPONDENCE**

There was zero for the period.

**PLANNING DEPARTMENT**

**Non-Compete Planner 1**

Director Frankland reported to the Commission the Planning and Community Development Department advertised to fill the Planner 1 position from January 22, 2021 to February 26, 2021. Approximately 50 applications were received through the on-line portal. After reviewing the applications, phone interviews were conducted with 11 of the candidates; four were invited to "in person" Zoom interviews. After considering the qualities and qualifications of the candidates, the Planning and Community Development Department, with the approval of the Civil Service Commission, is proposing to hire Riane Federman to fill the position beginning Monday, April 5, 2021.

Motion by Commission Member Gross, second by Commission Member Adelman to approve the hiring of Riane Federman to the position of Planner 1 in the Planning and Community Development Department as of April 5, 2021.

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

**POLICE DEPARTMENT**

**Corrections Officer**

Secretary Perry presented to the Commission the current list for Corrections Officer. The exam was held on February 21, 2021 at the Solon Community Center and was administered by Personnel Selections. There are eight names on the list.

Motion by Commission Member Adelman, second by Commission Member Gross to approve the eligibility list for Corrections Officer according to Section 10:02 of the Rules and Regulations and release the applications of all eight candidates to the Department for review.

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

**Patrol Officer**

Secretary Perry presented to the Commission the current list for Patrol Officer. The exam was held on February 14, 2021 at the Solon Community Center and was administered by Ramsey & Associates. There are 77 names on the list.

Assistant Chief Haines was in attendance to discuss the Department’s request to release 25% of the entire list as opposed to 25% of the candidates who were agility tested. There are 77 total candidates and only the top 35 were agility tested. Releasing only 9 names as opposed to 20 would severely hinder their ability to select candidates once background investigations were conducted.

Chairman Kennedy said she discussed the matter with legal counsel and confirmed under ORC 124.27 releasing 25% of the entire list was proper. Motion by Chairman Kennedy, second by Commission Member Adelman to approve the Patrol Officer list as presented by Secretary Perry and to release the top 20 names to the Department for review.

**CHANGES TO RULES AND REGULATIONS**

This item remains in process and will be coming to a close shortly. Commission Member Gross presented his wording with regards to “credit for experience” to Assistant Chief Haines and Chief Tonelli and they were in full agreement.

**ADJOURNMENT**

There being no further business to conduct, Commission Member Kennedy moved to adjourn the meeting at 6:02 p.m. Commission Member Gross seconded the motion.

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

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Prepared and Submitted by \_\_\_\_\_