SOLON CIVIL SERVICE COMMISSION
September 20, 2011 – 6:30 p.m.

The Solon Civil Service Commission met at Solon City Hall.

PRESENT: Commission Members Doberstyn, Huml, and Patton, Human Resource Director Cornhoff, Secretary Perry

APPROVAL OF MINUTES
Mr. Patton moved to approve the Minutes of September 6, 2011 as presented. Mr. Doberstyn 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 Income/Expenditures for Month Ending August 31, 2011 was reviewed. No action was taken by the Commission.

CORRESPONDENCE
Memo dated September 20, 2011 from Administrative Manager Holub regarding the removal of Candidates #8 and #10 from the current eligibility list after accepting positions elsewhere and his request for the next two names, #12 and #13 to begin the hiring process.

Mr. Doberstyn asked Director Cornhoff if the Service Department requests confirmation of the removals in writing. Director Cornhoff said yes.

Mr. Huml moved to provide Mr. Holub with the next two names (#12 and #13) and to remove #8 and #10 from the current Eligibility List as requested in his letter dated September 20, 2011. Mr. Doberstyn seconded the motion.
Roll Call: Aye: Huml, Doberstyn, Patton
Nay: None The Motion Carried

REGULAR BUSINESS
The next Civil Service Meeting is scheduled for Tuesday, October 4, 2011 at 6:30 p.m.

There being no further business to discuss, Mr. Patton moved to adjourn at 6:40 p.m. Mr. Doberstyn seconded the motion.
Roll Call: Aye: Doberstyn, Huml, Patton
Nay: None The Motion Carried

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