SOLON CIVIL SERVICE COMMISSION
March 19, 2012 – 7:09 p.m.

PRESENT: Commission Members Doberstyn, Heckman, Huml, Human Resources Director Cornhoff and Service Department Administrative Manager Holub

The Civil Service Commission met at Grantwood Golf Course where Promotional Examinations for Lieutenant were conducted for the Fire Department to four applicants.

APPROVAL OF MINUTES
This item was tabled.

APPROVAL OF PAYROLL
This item was tabled.

REVIEW OF PAYROLL CHANGE/RATE SHEETS
This item was tabled.

BUDGET REVIEW
The Report of Departmental Income/Expenditures for the Month Ending February 29, 2012 was reviewed. No action was taken by the Commission.

CORRESPONDENCE
Letter dated February 23, 2012 from Christopher Pfeil to Director Solanics resigning from the position of Electrical Instrumentation Technician at Water Reclamation effective March 2, 2012.

Memo dated March 14, 2012 from Chief Viland to Patrolman Fiktus regarding Departmental Charges. No action was taken by the Commission.

Memo dated March 15, 2012 from Director Solanics to the Civil Service Commission requesting authorization to advertise for the position of Electrical Instrumentation Technician in the Maintenance Division of Water Reclamation. This item will be discussed within the Regular Business portion of the meeting.

Letter dated March 16, 2012 to Amanda R. Horvath from Mayor Drucker promoting her to the position of Lieutenant in the Fire Department.

Letter dated March 16, 2012 to Shawn Toth from Mayor Drucker promoting him to the position of Lieutenant in the Fire Department.

Memo dated March 19, 2012 from Administrative Manager Holub to the Civil Service Commission requesting to advertise to establish a new Eligibility List for laborer in the Service Department. This item will be discussed within the Regular Business portion of the meeting.

REGULAR BUSINESS
Water Reclamation
With regards to Director Solanics' memo of March 15, 2012, Secretary Perry noted their intent to post the position the week of April 2nd. Mr. Huml moved to approve the posting of the position of Electrical Instrumentation Technician in the Maintenance Division of Water Reclamation per the request of Director Solanics. Mr. Heckman seconded the motion.

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

Service Department
Administrative Manager Holub was in attendance to discuss his memo dated March 19, 2012 requesting to advertise to establish a new eligibility list in the Service Department. The current list expires May 3. He explained approximately seven employees have been hired from the original list of 26 candidates. The original list was ranked by criteria based on the Service Department requirements and there is a drop off in criteria needed for employment with the remaining candidates. There are no current openings but they want to be prepared as there always is the possibility of a position becoming available.

Mr. Doberstyn voiced his hesitation to repost when half the list is active. His preference would be to see the list expire before the process begins anew. There may be some good candidates who have since upgraded their status. Mr. Huml also said a new list may not guarantee qualified candidates.

Following discussion, Mr. Doberstyn moved to authorize the Service Department to advertise for applications to establish a new eligibility list, allow the list to expire on May 3, 2012, and prior to the expiration, send letters to each of the remaining candidates advising them the list will expire, that they will be considered for employment until the list expires and encourage them to re-apply once posted. Mr. Huml added in preparation for future lists, that the process begins three months prior to the expiration date. Mr. Heckman seconded the motion.

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

Fire Department
Secretary Perry noted in the previous meeting where the Battalion Chiefs were discussed it was noted that *any* firefighter would be eligible to take the test should none of the Lieutenant's apply. Ms. Perry said she further reviewed the Rules and Regulations and they state "No person holding the rank of patrolman or regular fireman shall be eligible to take the competitive promotional examination unless the person has served at least twenty-four months beyond the probationary period as a patrolman or regular fireman."

Director Cornhoff reported he recently met with Mayor Drucker, Chief Shaw and the Union to discuss the pending matter of the Battalion Chiefs. Discussion is progressing well and Mayor Drucker is requesting to extend the current Battalion Chief's eligibility list for a period of two months. The list is currently set to expire on April 5. This item will be tabled until the April 3, 2012 meeting.

There being no further business to discuss, Mr. Huml moved to adjourn at 8:15 p.m. Mr. Doberstyn seconded the motion.

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

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