

SOLON CIVIL SERVICE COMMISSION
July 26, 2012 – 7:07 p.m.

PRESENT: Commission Members Caplan, Doberstyn, Huml, Human Resources Summer Intern Tiara Scott and Secretary Perry

APPROVAL OF MINUTES

Mr. Doberstyn moved to approve the minutes of July 10, 2012 as presented by Secretary Perry. Mrs. Caplan seconded the motion.

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

APPROVAL OF PAYROLL

Mr. Doberstyn moved to approve the Payroll of July 13, 2012 as presented by the Payroll Department. Mr. Huml seconded the motion.

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

REVIEW OF PAYROLL CHANGE/RATE SHEETS

The Commission reviewed and signed the available Payroll Change/Rate Sheets. No action was taken by the Commission.

MONTHLY REPORT OF DEPARTMENTAL INCOME/EXPENDITURES

The report for the Month Ending June 30, 2012 was reviewed. No action was taken by the Commission.

CORRESPONDENCE

A memo dated July 17, 2012 was received from Chief Viland requesting the removal of candidate #5 for cause and the release of the next application to begin the review process for patrolman.

Mr. Doberstyn moved to remove candidate #5 from the current Patrolman eligibility list for cause and to release the application of candidate #13 to begin the review process for patrolman. Mrs. Caplan seconded the motion.

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

E-mail dated July 24, 2012 from Chief Viland reporting a conditional job offer was extended to candidate #2 and requesting the release of the next application to begin the review process. Secretary Perry released the application of Candidate #12 that same day.

HUMAN RESOURCES DEPARTMENT

Summer Intern Scott introduced Jessica Vest who was present to take a non-competitive examination for the position of Human Resources Coordinator. Ms. Scott said over 140 applications were received and the interview list was narrowed down to 20 based on the criteria of their prior work experience and education. Of the 20 applicants, 17 received interviews conducted by Mayor Drucker, Finance Director Kennedy, Health Care Consultant Ken Jordan and Human Resources Director Cornhoff. After checking backgrounds and references, Jessica Vest was the selected applicant. Mr. Huml welcomed Ms. Vest, explained the process and the examination was administered.

Based upon the examination, her personality, enthusiasm, preparation and honesty, Mr. Doberstyn moved to approve the employment of Jessica Vest for the position of Human Resources Coordinator in the Human Resources Department. Mrs. Caplan seconded the motion.

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

There being no further business to discuss, Mr. Huml moved to adjourn the meeting at 7:39 p.m. Mr. Doberstyn seconded the motion.

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