

**SOLON CIVIL SERVICE COMMISSION**  
**September 18, 2012 – 6:59 p.m.**

**PRESENT:** Commission Members Caplan, Doberstyn and Huml, Human Resources Director Cornhoff and Secretary Perry

**APPROVAL OF MINUTES**

Mr. Huml moved to approve the minutes of September 4, 2012 as presented by Secretary Perry. Mr. Doberstyn 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 September 7, 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 August 31, 2012 was reviewed. No action was taken by the Commission.

**CORRESPONDENCE**

E-mail dated September 10, 2012 from Chief Viland to Secretary Perry requesting the removal of Candidate #8 from the current eligibility list and the release of Candidate #16 for review.

E-mail dated September 11, 2012 from Secretary Perry to Chief Viland acknowledging the removal of Candidate #8 and releasing Candidate #16 for review.

Memo to Mayor Drucker from Chief Viland requesting to terminate the probation period for Ptl. Roy Cunningham and that he be permanently appointed to the position of Patrolman.

Memo dated September 11, 2012 from Chief Viland to Ptl. Longino-Thomas regarding departmental charges.

Memo dated September 11, 2012 from Director Solanics regarding the operator position recently filled by Cody DiBacco. Discussion to follow.

Classified Order from Chief Viland appointing Ptl. Michael Griffis to the SEALE Narcotics Task Force Unit effective immediately.

**WATER RECLAMATION**

With regards to the memo dated September 11, 2012, Director Cornhoff explained Mr. DiBacco has not yet obtained his operator's license and concerns were raised by the Union. It was suggested he be re-classified as an Operator in Training which permits the employee two years to obtain their license. Mr. DiBacco is scheduled to take the examination in November. Director Cornhoff said Director Solanics is pleased with Mr. DiBacco's performance and they welcome the opportunity to work with and guide him towards becoming an Operator.

Mr. Doberstyn moved to approve the re-classification of Mr. DiBacco from Operator to

Operator in Training providing he fulfills the requirements of passing the examination and obtaining his CDL license. Mrs. Caplan seconded the motion.

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

**CLASSIFICATION OF NEW POSITION – CONTRACT COMPLIANCE OFFICER**

Director Cornhoff said the job description has been revised and will be presented to the Finance Committee at their next meeting and will then be forwarded to Council. Mr. Doberstyn asked Director Cornhoff to supply the Commission with a flow chart of other similar positions to make a comparison for an educated decision on the classification.

**FIRE DEPARTMENT**

Director Cornhoff expects a final ruling to be made by the Law Director regarding the Battalion Chief’s examination by the next meeting.

There being no further business to discuss, Mr. Huml moved to adjourn the meeting at 7:18 p.m. Mrs. Caplan seconded the motion.

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

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