

**SOLON CIVIL SERVICE COMMISSION
February 5, 2013 – 7:03 p.m.**

PRESENT: Commission Members Caplan, Doberstyn and Huml, Finance Director Kennedy, Benefits Coordinator Vest and Secretary Perry

APPROVAL OF MINUTES

Mrs. Caplan moved to approve the minutes of January 24, 2013 as presented by Secretary Perry. Mr. Doberstyn 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.

CORRESPONDENCE

Memo dated January 25, 2013 to the Civil Service Commission from Director Solanics requesting the continuation of Tom Swansiger's employment and terminating his six month probation period.

Mr. Huml moved to approve the continuation of Tom Swansiger's employment as requested by Director Solanics. Mrs. Caplan seconded the motion.

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

NON COMPETITIVE EXAMINATION

ACCOUNTING CLERK

Director Kennedy addressed the Commission about his selection for Accounting Clerk. This position was vacated by Christina Papa when she was selected as the Contract Compliance Officer. Christina is doing a fantastic job and is highly respected within the City. Approximately 60 applications were received for the Accounting Clerk position. Many were very qualified candidates but this individual was far and above the best. He came prepared with policies for fixed financial assets and records retention he recently implemented. Director Kennedy said the department has had a few changes in personnel and he feels this candidate will be a good fit and hopes to utilize him in other aspects of the department, as well. He is a veteran and had excellent references.

Director Kennedy introduced Corey Wybensing to the Commission. Mr. Huml explained the process and the non-competitive examination was administered.

Mr. Huml moved to recommend the hiring of Corey Wybensing based upon his examination and the recommendations of Director Kennedy and Ms. Vest. Mrs. Caplan seconded the motion.

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

RULES AND REGULATIONS REVIEW

A brief discussion was held on this item and a few additional changes were made to be incorporated into the working copy.

HUMAN RESOURCES

Benefits Coordinator Vest noted she is organizing a job fair for part time employment in the City on Wednesday, February 20, 2013 at the Community Center from 10-12 and 5-7. She hopes to fill seasonal positions. She noted the City is establishing a new operational policy

where seasonal employees are permitted to work not more than 28 hours per week.

There being no further business to discuss, Mr. Huml moved to adjourn the meeting at 8:08 p.m. Mr. Doberstyn seconded the motion.

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