

**SOLON CIVIL SERVICE COMMISSION  
February 19, 2013 – 7:08 p.m.**

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

**APPROVAL OF MINUTES**

The approval of the February 5, 2013 minutes was tabled pending a revision.

**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 February 19, 2013 from HR Director Cornhoff recommending the termination of Human Resources Coordinator Jessica Vest's probation period.

Mrs. Caplan moved in light of Ms. Vest successfully completing her probationary period, she be approved as the full time Human Resources Coordinator for the City of Solon. Mr. Doberstyn seconded the motion.

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

**RULES AND REGULATIONS REVIEW**

This item was tabled to the next meeting.

**MONTHLY REPORT OF DEPARTMENTAL INCOME/EXPENDITURES**

The report for the Month Ending January 31, 2013 was reviewed. No action was taken by the Commission.

**FINANCE DEPARTMENT**

Director Cornhoff reported Finance Director Kennedy was asking direction concerning one of his employees. There is a position on file for a Secretary/Receptionist slotted at Grade C. The position was originally part-time and went to full time. The employee is currently working in the Purchasing Department but the Finance Director would like to reassign the position as an Accounting Clerk for cross training in Payroll, Accounts Receivable and Accounts Payable. The employee will receive a \$250 per year increase to support the new duties and will be moved to Grade D.

Mr. Huml said he sees this as an adjusted assignment within the department and not as a new position. He suggested that Director Kennedy attend the next meeting as a matter of record because the position was not posted.

There being no further business to discuss, Mr. Huml moved to adjourn the meeting at 7:33 p.m. Mr. Doberstyn seconded the motion.

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

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