

SOLON CIVIL SERVICE COMMISSION
March 6, 2013 – 4:37 p.m.

PRESENT: Commission Members Caplan, Doberstyn and Huml, Human Resources Director Cornhoff, Finance Director Kennedy, Water Reclamation Director Solanics and Secretary Perry

APPROVAL OF MINUTES

Mr. Huml moved to approve the minutes of February 5, 2013 as presented by Secretary Perry. Mr. Doberstyn seconded the motion.

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

Mr. Huml moved to approve the minutes of February 19, 2013 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. Huml moved to approve the Payroll of February 22, 2013. Mrs. Caplan 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

There were no items to review.

RULES AND REGULATIONS REVIEW

This item was tabled to the next meeting.

FINANCE DEPARTMENT

Director Kennedy addressed the Commission regarding the position reassignment he would like to make within the Finance Department. **He said it's a relatively immaterial adjustment.** The job is currently in Pay Grade C as a receptionist but with the additional duties it has assumed and the additional duties he would like to assign it should be classified as a clerk in Pay Grade D.

Director Cornhoff explained when the position was created it was mainly to be the second floor receptionist and the back up for the front desk. As time has evolved, the position became heavily involved in the Purchasing Department and is no longer in line with receptionist duties.

Director Kennedy made note this employee applied for the position recently awarded to Corey Wybensinger and was a viable candidate. This move would mitigate the loss without another 6-8 week transition period in trying to fill her position. Director Kennedy said it's a minimal adjustment but he believes in investing in your staff whenever possible.

Mr. Huml explained the Commission likes to give the Department Heads flexibility in their departments and noted for the record that Director Kennedy described in detail the personnel adjustment to be made within his department. The Commission thanked Director Kennedy for his presentation.

WATER RECLAMATION

Director Cornhoff addressed the Commission about the Waste Water Operator position currently open in Water Reclamation. He said Director Solanics and his management staff narrowed the field down to their top three candidates. Once Director Cornhoff became involved all three candidates were sent to Pradco for personality assessments. All the assessments were favorable but Mr. Bing rose to the top because he is currently working as an operator with Summit County. His supervisors with Summit County gave him a high recommendation.

Director Solanics introduced Kevin Bing. Mr. Huml explained the process and the Commission administered the non-competitive examination for the position of Waste Water Operator.

Mr. Huml moved to recommend the hiring of Kevin Bing based upon his examination and the recommendations of Directors Cornhoff and Solanics. Mrs. Caplan seconded the motion.

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

FIRE DEPARTMENT

Director Cornhoff noted two examinations were recently administered for promotion; one for Battalion Chief and one for Lieutenant mandated to be given by the current Firefighter contract. The Battalion Chief list was prepared by the Secretary and is available for approval by the Commission because there is no current active list for Battalion Chief. Director Cornhoff noted, however, there is a current list for Lieutenant that is active until June 23, 2013. He asked for the Commission's direction.

Mr. Huml moved to defer the approval of the new list for Lieutenant until the current active list expires in June, 2013. Mr. Doberstyn seconded the motion.

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

Mr. Huml moved to certify the Battalion Chief list for a period of one year as of today's date. 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 5:23 p.m. Mr. Doberstyn seconded the motion.

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