

SOLON CIVIL SERVICE COMMISSION
July 9, 2013 – 7:04 p.m.

PRESENT: Commission Members Caplan, Doberstyn and Huml, Human Resources Director Cornhoff, Chief Viland, Lt. Vajdich and Secretary Perry

APPROVAL OF MINUTES AND PAYROLL

Mr. Huml moved to approve the minutes of June 18, 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 Payroll of June 28, 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.

MONTHLY REPORT OF DEPARTMENTAL EXPENDITURES

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

CORRESPONDENCE

Classified Order dated June 24, 2013 from Chief Viland reporting the resignation of part time corrections Officer Tyler effective June 21, 2013. No action was taken by the Commission.

Classified Order dated June 24, 2013 from Chief Viland reporting the resignation of part time Dispatcher Shaw effective July 20, 2013. No action was taken by the Commission.

Classified Order dated June 25, 2013 from Chief Viland reporting the resignation of Dispatcher Ockunzzi effective July 31, 2013. No action was taken by the Commission.

Classified Order dated July 3, 2013 from Chief Viland reporting the resignation of Patrolman Anderson effective July 7, 2013. No action was taken by the Commission.

Letter dated June 26, 2013 from Director Bandiera to Mike Baumgartl suspending him from his position of laborer in the Service Department. No action was taken by the Commission.

POLICE DEPARTMENT

Chief Viland introduced Cheryl Hilton who was present for a non-competitive examination for the position of Dispatcher. Cheryl has been a part time dispatcher with the City since April 2009. She also performed dispatch duties in Sagamore Hills, Macedonia, Beachwood, Twinsburg and Cuyahoga Heights. She scores high in her yearly evaluations, has the lowest sick time usage, highest availability and performs quality service in her position. Mr. Huml explained the process and the non-competitive examination was administered.

Chief Viland and Lt. Vajdich introduced Nicole Tancredi who was present for a non-competitive examination for the position of Corrections Officer. She is the second highest in seniority, scores high in her yearly evaluations, and has the highest level of continuing education. She has worked part time for the City since August of 2008 and works for the Cuyahoga County Sheriff's Office as part of the management staff. Mr. Huml explained the process and the non-competitive examination was administered.

Mr. Huml moved to approve the hiring of Cheryl Hilton for the position of Dispatcher based upon the recommendation of Chief Viland and her performance in the non-competitive examination. Mr. Doberstyn seconded the motion.

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

Mr. Doberstyn moved to approve the hiring of Nicole Tancredi for the position of Corrections Officer based upon the recommendations of Chief Viland and Lt. Vajdich and her performance in the non-competitive examination. Mrs. Caplan seconded the motion.

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

Secretary Perry presented the newest Patrolman Eligibility List to the Commission for approval. There are 26 candidates. Mr. Huml moved to approve the list for a period of one year from today's date. Mrs. Caplan seconded the motion.

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

Mr. Huml moved to approve the usage of the last two year's (2011 and 2012) evaluations in scoring the upcoming police promotional examinations. Mr. Doberstyn seconded the motion.

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

Chief Viland addressed the Commission about regionalizing the dispatch center. This is a project the County has been discussing for a number of years. The City of Solon would be the central dispatch area and would include the Village of Glenwillow and another equal sized municipality. The Finance Committee has already given approval for the County Engineers to review the basement area of the Police Department for renovation. If the project moves forward, the City will be absorbing the joining community's staff. Chief Viland asked the Commission if they would prefer a mechanism for lateral transfers or non-competitive examinations. The Commission responded that once the criterion are put into place, the Commission would make a decision as to the mechanism used to absorb the employees.

SERVICE DEPARTMENT

Director Cornhoff noted the current laborer eligibility list was approved July 10, 2012 for a period of one year and is set to expire tomorrow. He noted that Director Bandiera could not attend the meeting but requested that the list be extended through December 31, 2013. Mr. Huml moved to approve the list through December 31, 2013. Mrs. Caplan seconded the motion.

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

MISCELLANEOUS

A brief discussion was held about updating the Civil Service Commission Rules and Regulations. The Commission felt it was important to obtain quotes for this project. Director Cornhoff stated he would provide the Commission with names of other well known companies who perform this type of work.

There being no further business to discuss, Mr. Huml moved to adjourn the meeting at 8:35 p.m. Mrs. Caplan seconded the motion.

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