

SOLON CIVIL SERVICE COMMISSION
July 23, 2013 – 7:01 p.m.

PRESENT: Commission Members Caplan, Doberstyn and Huml, Human Resources Coordinator Vest, Administrative Manager Holub, Acting Director of the Solon Arts Center Schneider, Robin Bell of Clemans, Nelson and Associates, Inc. and Secretary Perry

APPROVAL OF MINUTES AND PAYROLL

Mr. Doberstyn moved to approve the minutes of July 9, 2013 as presented by Secretary Perry. Mrs. Caplan seconded the motion.

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

Mr. Huml moved to approve the Payroll of July 12, 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 June 30, 2013 was reviewed. No action was taken by the Commission.

RULES AND REGULATIONS REVIEW

Robin Bell of Clemans, Nelson & Associates, Inc. addressed the Commission regarding the proposal for services she submitted along with Michael Esposito. The Commission thanked her and stated contact would be made once a decision was reached to move forward with the project.

CORRESPONDENCE

Memo dated July 10, 2013 from Chief Viland requesting the removal of candidate #5 from the current eligibility list for cause. Mr. Doberstyn moved to remove candidate #5 from the current eligibility list based on the recommendation of Chief Viland. Mrs. Caplan seconded the motion.

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

Memo dated July 11, 2013 from Chief Viland requesting the removal of candidate #1 from the current eligibility list for cause. Mrs. Caplan moved to remove candidate #1 from the current eligibility list based on the recommendation of Chief Viland. Mr. Doberstyn seconded the motion.

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

E-mail dated July 17, 2013 from Eric Szytec requesting to be placed back on the firefighter eligibility list. He originally requested to be removed after being offered a full time position with another department. Mr. Huml moved in order to be consistent in decision making and not set a precedent, the request is to be denied. Mr. Doberstyn seconded the motion.

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

ART CENTER/ADMINISTRATION

Acting Director of the Solon Arts Center Schneider addressed the Commission about a full time position he has been given approval to fill. This employee would alternate between the

Arts Center and City Hall for maintenance purposes and would possess a technical arts background to assist in lighting and stage set ups for the Art Center. Mr. Schneider said the technical arts issues had historically been contracted out and was becoming costly. Mr. Huml moved to support this request and position. Mrs. Caplan seconded the motion.

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

SERVICE DEPARTMENT

Administrative Manager Holub presented a memorandum dated July 19, 2013 to the Commission regarding the current Service Worker eligibility list. Mayor Drucker has given permission to fill two laborer positions from the current list. He asked if it were possible to be supplied with more names for review than the general 3 for 1 and 5 for 2 rule. He referenced the December 21, 1999 Civil Service Commission minutes where it was voted on and approved to provide the Police Department with 10 names. This was based upon a ruling by then Law Director Matty and subject to the revision of the Civil Service Rules to be consistent with state law.

Administrative Manager Holub also presented a memorandum dated July 17, 2013 requesting the removal of three candidates for cause and the release of the next three names for review.

Following discussion, Mr. Huml moved to remove the three candidates for cause and to provide the next three names to Mr. Holub and Mr. Bandiera for review. He added the caveat the subject of the number of names to be released will be discussed further with Director Cornhoff. Mr. Doberstyn seconded the motion.

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

There being no further business to discuss, Mr. Doberstyn moved to adjourn the meeting at 8:28 p.m. Mrs. Caplan seconded the motion.

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