

SOLON CIVIL SERVICE COMMISSION
October 17, 2013 – 7:20 P.M.

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

APPROVAL OF MINUTES AND PAYROLL

Mr. Doberstyn moved to approve the minutes of September 24, 2013 as presented by Secretary Perry. Mr. Doberstyn seconded the motion.

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

Mr. Doberstyn moved to approve the Payroll for the period ending September 29, 2013 as presented by the Payroll Department. Mrs. Caplan seconded the motion.

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

Mr. Doberstyn moved to approve the Payroll for the period ending October 13, 2013 as presented by the Payroll Department. 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

Memo dated September 24, 2013 to Sgt. Jamey Hofmann from Lt. Bruce Felton regarding Formal Charges. No action was taken by the Commission.

Memo dated September 24, 2013 to Sgt. Jamey Hofmann from Chief Viland regarding Departmental Charges. No action was taken by the Commission.

Memo dated October 2, 2013 to Sgt. Jamey Hofmann from Chief Viland regarding Departmental Charges. No action was taken by the Commission.

Letter dated October, 2, 2013 to Michael Gantt from Chief Viland hiring him as a Patrol Officer in the Solon Police Department. No action was taken by the Commission.

Classified Order from Chief Viland rehiring Auxiliary Officer Richard Roberts effective October 14, 2013. No action was taken by the Commission.

RULES AND REGULATIONS REVIEW

Director Cornhoff reported progress on this issue is moving forward. Priority is being placed on this item at the request of the Mayor. He will have more to report at the next meeting.

FIRE DEPARTMENT

An e-mail was received from Firefighter Nix regarding the approval dates of the recent Lieutenant Promotional Examination.

Mr. Doberstyn moved to rescind the original certification date of June 18, 2013 and amended it to June 26, 2013. Mr. Doberstyn also rescinded the original expiration date of March 4, 2014 and amended it to June 26, 2014. Mrs. Caplan seconded the motion.

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

Mr. Doberstyn moved to extend the Battalion Chief Promotional Examination list from its expiration date of March 6, 2014 to June 26, 2014 to coincide with the expiration date of the Lieutenant Promotional Examination list. Mrs. Caplan seconded the motion.

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

In light of the above, Mrs. Caplan suggested to Director Cornhoff that this issue be studied during the review of the Commission's Rules and Regulations. She certainly does not suggest zero constraints, but the possibility of giving the Commission authority to approve a list for one day to one year.

HUMAN RESOURCES

Director Cornhoff presented to the Commission a draft Departmental Informational Chart he prepared at the request of the Law Director to tie into the Department of Labor definitions for employees. Mr. Huml suggested that an employee flow chart be presented as part of the package. This item is will be included on the next agenda.

POLICE DEPARTMENT

Secretary Perry presented the Police Department Sergeants Promotional Examination final results for approval. Mr. Doberstyn moved to approve the list for a period of one year. Mr. Huml seconded the motion.

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

ADJOURNMENT

There being no further business to discuss, Mr. Huml moved to adjourn the meeting at 8:15 p.m. Mr. Doberstyn seconded the motion.

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