

**SOLON CIVIL SERVICE COMMISSION**  
**October 29, 2013 – 7:02 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 October 17, 2013 as presented by Secretary Perry. 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.

**REVIEW OF DEPARTMENTAL INCOME AND EXPENDITURES**

The report for the Month Ending September 30, 2013 was presented. No action was taken by the Commission.

**CORRESPONDENCE**

E-mail from Chief Viland regarding the recent Lieutenant's examination where a page of the examination was missing. This item will be discussed later in the meeting.

E-mail from Sgt. Bunjevac regarding the recent Lieutenant's examination expressing his disappointment with the vendor.

**RULES AND REGULATIONS REVIEW**

Director Cornhoff reported progress is moving forward. High priority is being placed on this item due to his pending departure. A draft is expected for the next meeting. Mrs. Caplan questioned whether a public notice should be placed for input from the public. Director Cornhoff will obtain a response from the vendor as to whether a public notice should be placed as well as an opinion from the Law Director as to whether Council approval is required on Rules and Regulations.

**HUMAN RESOURCES**

Director Cornhoff presented the organizational charts he has received to date that were requested by the Commission to be included with the Employee Informational Flow Chart. Two job description classifications were questioned. The Commission suggested that once the entire project is completed and those two positions are put into place in the employee organizational chart for their respective departments, the classification of the two positions will be reviewed.

**POLICE DEPARTMENT**

Director Cornhoff and Secretary Perry had discussions with the vendor on the Wednesday morning following the Lieutenants examination. The vendor explained that once it was discovered page 24, with questions #163-167, was missing from one of the examinations, the moderator asked that the remaining candidates remove page 24 if included.

The Commission discussed three resolutions: 1: Give all candidates correct answers for the five missing questions, 2: Remove the five questions from the test and score them as is, and 3: Have the vendor test all the candidates on the missing questions.

Mr. Doberstyn felt allowing correct answers for the five missing questions was falsifying the examination. In addition, it was unclear whether all the tests were missing page 24 of examination, therefore, it would not be fair and equitable to test the four candidates on the

five questions.

Mr. Doberstyn moved to grade the examinations without Page 24. Therefore, the examinations will be graded on 170 questions as opposed to 175 questions. Mrs. Caplan 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 7:45 p.m. Mrs. Caplan seconded the motion.

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

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