

**SOLON CIVIL SERVICE COMMISSION**  
**November 26, 2013 – 7:07 P.M.**

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

**APPROVAL OF MINUTES AND PAYROLL**

Mr. Huml moved to approve the minutes of November 12, 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 November 15, 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.

**REVIEW OF DEPARTMENTAL INCOME AND EXPENDITURES**

The report for the Month Ending October 31, 2013 was presented. No action was taken by the Commission.

**CORRESPONDENCE**

Written response from Kim Eck to reprimand of November 5, 2013 from Chief Building Officer Charlie Boshane. No action was taken by the Commission.

**RULES AND REGULATIONS REVIEW**

A draft of the recent update was provided to the Commission by the vendor. For easier reviewing, the Commission requested that the proposed changes be listed in a separate attachment summarizing where conflicts arise between the City's Rules and Regulations and the State of Ohio. Director Cornhoff also noted the scope of the project was provided to the Contract Compliance Officer and has been included in the contract. The Mayor and Finance Director have signing authority on all contracts.

**HUMAN RESOURCES**

Director Cornhoff reported the organizational chart has not been finalized. The project remains in process, now with the Finance Director. Mr. Huml asked that this item remain as a pending item on the agenda until it is completed.

**POLICE DEPARTMENT**

The Secretary presented the final results of the Police Lieutenant Promotional Examination to the Commission for approval. Mr. Huml moved to approve the list for a period of two years. Mr. Doberstyn seconded the motion.

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

Director Cornhoff reported Chief Viland is seeking a full time dispatcher and asked for the Commission's direction on filling the position. Mr. Huml moved to approve the hiring of a temporary dispatcher for a period of 30 days, according to the Rules and Regulations, with the possibility of an extension in extenuating circumstances, and to move forward with scheduling a test for the position of full time dispatcher in the Police Department. Mr. Doberstyn seconded the motion.

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

**WATER RECLAMATION**

Director Cornhoff reported Dan Orchard has resigned his position as a maintenance mechanic and Director Solanics is looking to fill this position. Mrs. Caplan moved to approve filling this position through competitive testing. Mr. Huml seconded the motion.

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

**HUMAN RESOURCES**

Director Cornhoff noted this meeting would be his last prior to his retirement on November 27<sup>th</sup>. Any questions or issues that may arise prior to filling his position should be directed to his Assistant, Jessica Vest, along with Finance Director Kennedy.

Mr. Huml made the following resolution:

**On behalf of the Civil Service Commission, he would like to acknowledge the professional services offered by Tom Cornhoff to the Commission since August of 2000. He fully acted with compassion for the well being of the City and employees and fully cooperated and was a ready resource to the Civil Service Commission. We wish him good health and personal reward in the future.**

There being no further business to conduct, Mr. Huml moved to adjourn at 7:51 p.m. Mrs. Caplan seconded the motion.

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

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