

**SOLON CIVIL SERVICE COMMISSION**  
**January 25, 2011 – 6:31 p.m.**

The Solon Civil Service Commission met at Solon City Hall.

**PRESENT:** Commission Members Doberstyn, Huml, and Patton, Human Resource Director Cornhoff, Police Chief Viland and Secretary Perry

**APPROVAL OF MINUTES**

Mr. Doberstyn moved to approve the minutes of January 4, 2011 as prepared and submitted by Secretary Perry. Mr. Huml seconded the motion.

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

**APPROVAL OF PAYROLL**

Mr. Doberstyn moved to approve the Hourly/Salary Payroll for Pay End Date January 14, 2011 as prepared and submitted by the Payroll Department. Mr. Patton seconded the motion.

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

**REVIEW OF PAYROLL CHANGE/RATE SHEETS**

The Commission reviewed and signed the available payroll change/rate sheets provided by the Payroll Department. No action was taken by the Commission.

**BUDGET REVIEW**

The budget report for period ending December 31, 2010 as prepared and submitted by the Accounting Department was reviewed. No action was taken by the Commission.

**CORRESPONDENCE**

Received request from Chief Shaw for the first 10 names on the Fire fighter entry level eligibility list. Applications were provided to him January 5, 2011.

A Classified Order was received from Chief Godzich regarding Shawn Filmer. His Jail Supervisor position was abolished and he opted to remain employed as a Full Time Corrections Officer effective January 1, 2011.

A Classified Order was received from Chief Godzich regarding Jail Supervisor Cindy Alexander. Her position was abolished resulting in a layoff status effective January 1, 2011.

A Classified Order was received from Chief Godzich regarding David Pelsnik who resigned as a Police Officer effective January 5, 2011.

A Classified Order was received from Chief Godzich regarding David Pelsnik who opted to remain a part-time Corrections Officer effective January 5, 2011.

A Classified Order was received from Chief Godzich regarding Sharon Fudale who was hired as a Part-Time Records Clerk effective January 4, 2011.

A Classified Order was received from Chief Godzich regarding Sharon Fudale who resigned her position as a Part-Time Records Clerk effective January 9, 2011.

A Classified Order was received from Chief Godzich regarding his retirement from the Police Department effective January 16, 2011.

A Classified Order was received from the Solon Police Department appointing Christopher Paul Viland as Chief of Police effective January 17, 2011.

A request was received from Chief Viland to remove James Tighe, Cory O'Hanlon and Rose Urban from the Police Officer entry level eligibility list after receiving their approvals. The next three names were provided to Chief Viland from the current list.

A memo was received from Doug Holub, Service Department Administrative Manager, to Leeland Sussel regarding a traffic accident on January 3, 2011.

A memo was received from Chief Viland requesting the Commission begin the process to establish a new entry level eligibility list.

### **POLICE DEPARTMENT**

The Commission congratulated Chief Viland on his recent appointment and stated the Commission looks forward to working with him in the future.

Chief Viland addressed the Commission stating he is in a situation where the current entry level eligibility list expires in February. He is two patrolmen down, will be three down in one week and four down within the first quarter. For seven years Tri-C has performed area wide agility testing for a cost of \$60 per candidate with a pass/fail grade and the results are returned to the community. They have now expanded their program to include written admissions testing and personality profiling for a total of \$180 per candidate (\$60 for each portion). Once a community signs up with Tri-C the current pool of candidates is made available. The candidates are in the pool for one year; after one year, the candidates must pay the \$180 again to be retested. Chief Viland noted the Cuyahoga County Sheriff recently signed up. As more communities enroll, the pool of candidates will increase. The Ohio Board of Civil Service Commissions is behind the program.

To fit the process into the City's current philosophy and procedures, once the candidates have taken and passed the testing process, Tri-C could provide the Commission with a set number of names. Those candidates would then be invited to fill out a Police Department application to prove residency, military service, etc; whatever the Commission would want for additional credit. The Commission would then release the top ten names to the Police Department.

Currently most communities advertise for a test and instruct the candidates to apply at Tri-C. However, once the City signs up with this program, they are eligible to select from the current list of approximately 100 candidates, before the pool is expanded with the candidates that would show interest in Solon's test. There is talk of eventually having the advertising handled by Tri-C but that process has not yet begun.

Chief Viland said the biggest benefit to gain is that the candidate pool immediately becomes more diverse. This is something the City strives to improve on. Secondly it would be a cost savings to the City because it is a one-time fee of \$3,200.00 which includes the software licensing. Every expense incurred beyond enrollment is picked up by the candidates when they pay to take the test. He said it was a huge expense to the Police Department when they conducted their own agility test and had to utilize 15-20 employees on overtime. Thirdly, once the fee is paid, 75 names would be supplied to the Commission within four business days. If necessary, Tri-C would be willing to attend a meeting to discuss this further. There is no other provider in the area who offers this service.

Chief Viland said, currently when the City administers a test, it is certified for a period of two years. This is mainly because of the time and cost involved in advertising and creating the list. With Tri-C, a new list is certified only one year and it guarantees a whole new list of candidates in the next year without having to do anything. Chief Viland said he thinks it's wise to continue to advertise locally, however, because the more communities who advertise, the larger and more diverse the pool becomes. The Commission does not have to select the top 75 candidates. Chief Viland said it could be done by bands; such as the top 10% and the middle 10% and then the residency credit and military credits could be applied.

In terms of philosophy, Mr. Huml said the Commission's job is to support the Department Heads to make sure the employee selected fits the criteria of the position. Towards that goal, their only concern is that the process is open and fair and that the proper outreach is conducted. Chief Viland said he is moving forward with the current City list and hopes to have two candidates hired before it expires.

Mr. Huml said he would like to support Chief Viland in his request. He only asks that he and Director Cornhoff provide the Commission with the criteria they believe is important. Chief Viland said he believes the Civil Service process is invaluable and he does not want the perception that he is trying to usurp any of their authority or process. The Commission's input would be welcomed during any phase of the process.

Mr. Doberstyn asked if any of the neighboring communities were utilizing Tri-C's services. Chief Viland said 55 communities enrolled for the Agility Testing program. The City of Twinsburg was the first to enroll for the entire package. Mr. Doberstyn said he liked the idea of the program but was wrestling with how the Commission would maintain local control and appeal to Solon residents. He feels by having to apply at Tri-C, the local feel is lost. He also wanted assurance that the agility testing procedures were fair to both male and female candidates. Chief Viland said a candidate interested in Law Enforcement takes an average of 10 exams through Civil Services Commission's prior to being hired. This program makes it easier for that person to be available to more departments.

Mr. Patton said he would feel uncomfortable voting on this because he is an associate staff member of Tri-C but would like to participate in the discussion. He asked about lateral hires. Chief Viland said the City of Solon does not have a lateral hire program. The candidate would have to take the test as if they were entry level. Only Cleveland Heights, that he is aware of, offers a lateral hire program.

Director Cornhoff feels it's important to advertise the first time and that would solve reaching out to the local candidates. He said he would have dialogue with Councilman Mooney and Councilman Russo from the Safety Committee regarding this issue if the Commission prefers. He also suggested allowing Council to make an announcement during one of their meetings to alert the residents that this new process is being initiated.

Chief Viland said it is fully up to the Commission how they prefer handling testing procedures. Only urgency is of issue because the existing list expires in February and he cannot request additional names for various reasons. He simply wanted the Commission to know his goal is to move the Police Department toward current trends and he sees this program as tried and true enough, and it is the future of the way testing is to be handled. He does not mind being one of the first through the door.

Mr. Doberstyn asked about cancellation of the contract if the Commission/City is not happy with the results. Chief Viland said the City would only be out the initial \$3,200 fee. Director Cornhoff said he would also ask Law Director Lobe to review the contract prior to the payment of the fee.

Mr. Huml moved to support the recommendation from Chief Viland to enter into a contract for the services offered by Tri-C for the selection and recruitment of entry level police officers. A set of criteria and weightings is to be developed by Chief Viland and Director Cornhoff and provided to the Commission prior to receiving the list of names that would establish the next eligibility list. Mr. Doberstyn seconded the motion.

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

**FIRE DEPARTMENT**

Chief Shaw asked to be placed on the February 8<sup>th</sup> agenda.

**MISCELLANEOUS** The next Civil Service Commission meeting is scheduled for Tuesday, February 8, 2011 at 6:30 p.m.

**ADJOURNMENT**

There being no further business to conduct, Mr. Doberstyn moved to adjourn at 7:24 p.m. Mr. Patton seconded the motion.

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

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