

**SOLON CIVIL SERVICE COMMISSION**  
**December 10, 2013 – 6:02 P.M.**

**PRESENT:** Commission Members Caplan, Doberstyn and Huml, Human Resources Coordinator Vest, Arts Center Director Schneider and Service Department Administrative Manager Holub, and Secretary Perry

**APPROVAL OF MINUTES AND PAYROLL**

Mr. Huml moved to approve the minutes of November 26, 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 November 27, 2013. Mr. Doberstyn 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**

Water Reclamation Employee Warning to Brian Haydu dated November 26, 2013. No action was taken by the Commission.

Departmental Charges from Chief Viland to Lt. Vajdich dated December 3, 2013. No action was taken by the Commission.

**RULES AND REGULATIONS REVIEW**

This item was tabled until the next presentation by the vendor.

**POLICE DEPARTMENT**

Chief Viland asked for a modification to the motion approving the recent Lieutenant's Promotional Examination for a period of two years. He is requesting that the motion be amended to approval for a period of one year. The Commission is requesting that Chief Viland attend the next meeting for additional input.

**CENTER FOR THE ARTS**

A memo was distributed to the Commission concerning the restructuring of the Arts Center. Director Schneider will be going before Council on December 16 to request approval to change the position of part-time Arts Coordinator to full-time Arts Coordinator which will be positioned as Grade C on the wage scale. He will be eliminating the full-time position of Department Head Secretary. The employee currently assuming the part-time position of Arts Coordinator is a Solon resident and has been with the Center for 5 years. If the position is approved by Council, he is requesting that Maria Klein be kept in that position.

Mr. Doberstyn moved to approve the position change from part-time to full-time and that Maria Klein be moved to full-time employment pending Council's approval on December 16, 2013. Mrs. Caplan seconded the motion.

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

**SERVICE DEPARTMENT**

Administrator Holub was present to discuss a memo sent by Director Bandiera regarding the resignation of Aaron C. Goshen and their request to fill the vacancy. Manager Holub noted their current list expires at the end of the year and are requesting the release of the remaining five candidates to begin background checks and interviews.

Mr. Huml moved to release the remaining five candidates providing that a test be given early next year to establish a new list to fill any vacancies that may occur. Mrs. Caplan seconded the motion.

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

There being no further business to conduct, Mr. Huml moved to adjourn at 6:29 p.m. Mr. Doberstyn seconded the motion.

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

---

---

---