

**SOLON CIVIL SERVICE COMMISSION**  
**January 7, 2014 – 6:19 P.M.**

**PRESENT:** Commission Members Caplan, Doberstyn and Huml, Human Resources Coordinator Vest, Service Director Bandiera, and Secretary Perry

The meeting was held at Grantwood Golf Course for the purpose of administering the Full Time Dispatcher Examination by Ramsey and Associates Personnel Management, Inc. Out of 64 registered applicants, 59 were in attendance.

**APPROVAL OF MINUTES AND PAYROLL**

Mr. Huml moved to approve the minutes of December 10, 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 minutes of December 19, 2013 as presented by Secretary Perry. Mrs. Caplan seconded the motion.

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

Mr. Doberstyn moved to approve the payroll of December 27, 2013. Mr. Huml seconded the motion.

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

**REVIEW OF PAYROLL CHANGE/RATE SHEETS**

The Commission reviewed the available Payroll Change/Rate Sheets. No action was taken by the Commission.

**RULES AND REGULATIONS REVIEW**

The Commission requested that the Secretary contact the vendor to present at the next meeting.

**SERVICE DEPARTMENT**

Director Bandiera was in attendance to request a non-competitive examination for candidate Thomas Gibbs. Mr. Huml explained the process and the examination was administered.

Mr. Huml moved to approve the hiring of Thomas Gibbs based upon his performance during the examination and the recommendation of Director Bandiera. Mr. Doberstyn seconded the motion.

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

Director Bandiera noted the current eligibility list for laborer had expired December 31, 2013. He asked if the list could be extended to March 31 to allow him time to advertise for new applicants should the need for a new laborer arise.

Due to the extenuating circumstances described by Director Bandiera, Mr. Huml moved to extend the current list for 90 days from December 31, 2013 provided that a new list is established within that time frame. Mr. Doberstyn seconded the motion.

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

At 6:45 p.m. Pat Ramsey of the testing company entered the meeting. Applicant Quiana Sims arrived 45 minutes late to take the exam. The Commission agreed to allow her to

take the written portion of the examination. The audio portion of the examination had already been given.

**WATER RECLAMATION**

Director Solanics submitted a memo requesting permission to advertise for the position of Maintenance Collection System Technician. Mr. Doberstyn moved to approve posting for the position of Maintenance Collection System Technician as requested in the memo dated December 26, 2013 from Director Solanics. Mrs. Caplan seconded the motion.

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

**CLOSING**

There being no further business to conduct, Mr. Huml moved to adjourn at 6:59 p.m. Mr. Doberstyn seconded the motion.

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

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