

**SOLON CIVIL SERVICE COMMISSION**  
**February 18, 2014 – 6:04 P.M.**

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

**APPROVAL OF MINUTES AND PAYROLL**

Mr. Doberstyn moved to approve the minutes of February 4, 2014 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 February 7, 2014. 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.

**REPORT OF DEPARTMENTAL INCOME/EXPENDITURES**

The report for the month ending January 31, 2014 was reviewed. No action was taken by the Commission.

**FIRE DEPARTMENT**

Chief Shaw submitted a memo dated February, 14 2014 requesting the promotional examinations for Lieutenant and Battalion Chief be extended for a period of one year from March 6, 2014 to March 6, 2015. Mr. Doberstyn moved to extend the promotional examinations for a period of one year as requested in the memo from Chief Shaw. Mrs. Caplan seconded the motion.

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

**REVIEW OF RULES AND REGULATIONS**

No date has yet been scheduled for the work session. The Secretary will be contacting the vendor to schedule a work session during the hour prior to the March 18 meeting.

**EMPLOYEE INFORMATIONAL FLOW CHART**

This item remains pending. Ms. Vest noted the basic outline is in place but the Finance Director and the Human Resources Generalist are meeting with Department Heads to make uniform titles and adjust pay grades.

**WATER RECLAMATION**

Ms. Vest reported Water Reclamation is not yet re-posting the position of Maintenance Collections Systems Worker. They are first scheduling interviews from the applications they currently have on file.

**ARTS CENTER**

Mr. Huml noted at the December 10 meeting there was a discussion around the table about a position at the Arts Center that had been approved by Council. Mr. Huml said in a recent discussion with Mayor Drucker it was noted she, at that point, had not had the opportunity to take the position to Council. Mr. Huml asked for the minutes to reflect the correction the position had not yet been before Council. **(However, a review of the December 10**

minutes by the Secretary noted the minutes reported the position was being taken to Council at the December 16 meeting, not that it had already been approved by Council.)

**CLOSING**

There being no further business to conduct, Mr. Huml moved to adjourn at 6:17 p.m. Mr. Doberstyn seconded the motion.

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

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