



## **Civil Service Commission**

**4060 Columbia Woods Drive**

**Norton, OH 44203**

**Phone: 330-825-3086**

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**To:** Civil Service Commission (members 3)  
**From:** Janice Back, Civil Service Commission Secretary  
**Date:** February 16<sup>th</sup>, 2018  
**Re:** Approved, signed Civil Service Commission minutes for meeting held on  
January 24<sup>th</sup>, 2018

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Attached you will find a copy of the approved, signed minutes from the Civil Service Commission meeting held on January 24<sup>th</sup>, 2018.

Please note the original, approved, signed minutes are hereby forwarded and on file with the Clerk of Council.

original on file: Kerry Macomber, Clerk of Council  
hard copy: Posting/Stenographer/CSC file  
emailed cc: CSC Members (3)  
Mike Zita, Mayor  
Robert Fowler, Administrative Officer  
Justin Markey, Esq.-Director of Law  
Administrative Assistant (None)  
Council Members (7)

**City of Norton**  
**CIVIL SERVICE COMMISSION**  
**January 24<sup>th</sup>, 2018**

*The Norton Civil Service Commission convened for a meeting in the NFD OM Office.*

Vice Chair Person, Peggy Dobbins called the meeting to order at 2:30 p.m.

**Roll Call:** Peggy Dobbins  
Joseph Conte  
Angela Beck  
**Attendees:** Administrative Officer, Robert Fowler  
**Absent:** None

**NEW BUSINESS:**

- Administrator, Robert Fowler discussed with the commission that there are some employees within the city that were hired without a testing process. Mr. Fowler said that he would like to see this corrected. The commission suggested that they look over the Civil Service Rules to see if there might be a way to correct this situation. Mr. Fowler was open to this idea. He asked Janice Back (CSC Secretary) to look into each FT employee and create a list of the positions that are in need this correction. The commission agreed to discuss their options at the next meeting.
- Mr. Fowler also discussed his plans to have all commissions meet for some training, and that he is working towards replacing the CSC Secretary. He explained that he hopes to have this in place by May, 2018.

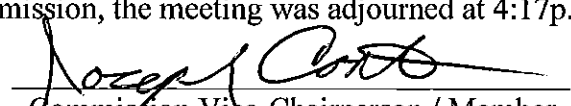
**CURRENT BUSINESS:**

- Mr. Fowler informed the commission that the NPD Captain Assessment center is scheduled for February 24<sup>th</sup>, 2018 and asked if 1 or 2 members could attend to sign in candidates. The members said they would attend for the sign-ins. They requested that Mr. Fowler let them know how many candidates there will be and what the hours are for the assessment. He agreed. He said that Chief Dalessandro would provide coffee and breakfast, then lunch for the assessors. The members were concerned about this per Civil Service Rule 8-14 which states that no visitors shall be admitted to the examination room during any examination. Mr. Fowler assured the members that Chief Dalessandro is aware of this and he will simply be dropping off the beverages and food.
- The members also discussed their attendance at the NFD FF/Medic test on February 3<sup>rd</sup>, 2018. Joe Conte and Angela Beck said they will attend and Janice Back will attend to get things unlocked and set up for Ramsey & Associates.
- Angela Beck requested that the members vote today for a new "Chair" position for 2018. Janice Back explained that this was not on the agenda for today but would add it to the agenda for the next meeting.
- Angela Beck excused herself from the meeting and the remaining members conducted a review of some of the application information for the upcoming NFD FF/Medic test. Information seemed to be in order.
- The commission continued to perform Payroll Certification. Everything was in order and signed.

**CONSIDERATION OF THE MINUTES:**

- The minutes from December 13<sup>th</sup>, 2017 and January 8<sup>th</sup>, 2018 were presented and signed.
- With no further business presented to the Commission, the meeting was adjourned at 4:17p.m.

  
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Commission Chairperson/Member

  
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Commission Vice-Chairperson / Member

Date Approved: 2-14-18

*AB/PD/JC*  
*January, 2018*