



## **Civil Service Commission**

**4060 Columbia Woods Drive**

**Norton, OH 44203**

**Phone: 330-825-3086**

**Fax: 330-825-2050**

**To:** Civil Service Commission (members 3)  
**From:** Janice Back, Civil Service Commission Secretary  
**Date:** July 11<sup>th</sup>, 2018  
**Re:** Approved, signed Civil Service Commission minutes for meeting held on  
May 30<sup>th</sup>, 2018

---

Attached you will find a copy of the approved, signed minutes from the Civil Service Commission meeting held on May 30<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: Clerk of Council  
hard copy: Website/Stenographer/CSC file  
emailed cc: CSC Members (3)  
Mayor  
Administrative Officer  
Esq.-Director of Law  
Administrative Assistant  
Council Members (7)

**City of Norton**  
**CIVIL SERVICE COMMISSION**  
**May 30<sup>th</sup>, 2018**

*The Norton Civil Service Commission convened for a meeting in Councils Chambers*

**Call To Order:** Joseph Conte called the meeting to order at 2:30 p.m.

**Roll Call:** Joseph Conte  
Angela Beck  
Peggy Dobbins

**Absent:** None

**Attendees:** Administrator, Robert Fowler

**PREVIOUS BUSINESS:**

- The Commission reviewed the eligibility list for NPD Captain. With all in order, Joseph Conte motioned to approve the list. Angela Beck seconded the motion.

Roll Call: Yes: Joseph Conte  
Angela Beck  
Peggy Dobbins  
No: None

Motion passed 3-0.

- The Commission continued with their review and changes to the Rules Book. All changes were approved and a few additions were put into place. The Commission voted on the changes. It was unanimous to move forward with these changes. Robert Fowler explained that the next step is to get these changes to the Administrative Assistant and the Rule Book will be updated with these changes.

*(Please see attachment for approved changes) (CSC RULES BOOK)*

Angela Beck suggested that these changes be implemented as soon as possible. Angela motioned to approve the changes and Joseph seconded the motion.

Roll Call: Yes: Angela Beck  
Joseph Conte  
Peggy Dobbins

Motion passed 3-0

- The members discussed the next move to complete the rules changes. It was brought up that possibly these changes could be delivered to Council President. Peggy asked if Robert was aware of the Ordinance that is being looked at as to whether or not it needs to go to council. Robert entered Councils Chambers and the members were able to discuss this with him. Robert stated that the Charter clearly says that the Commission makes their own rules as long as these rules do not violate someone's rights, break the law or the State Constitution. The Ohio Revised Codes give guidelines to follow. We can be more restrictive but we cannot soften the guidelines. There are some things we cannot change. The Boards and Commission shall establish their own rules and procedures. He also explained that an Ordinance cannot supersede the Charter. He gave examples where if Council adopts an Ordinance that is prohibited by the Charter, it would be void. Charter first, then Ordinances. If we didn't have a Charter, then the Ordinances would be first in line. The Commission approves Rule changes and submits them to the Administrative Assistant to be typed up as Rule changes. The members were very pleased to finally understand the process.
- The next subject that Robert discussed was the Classified Positions. He does not want to hire any part-time or full-time without making these positions Classified. Seasonal and temporary part-time are not included in this equation. One person has already been hired part-time un-classified and he does not want to move this person into a full-time unclassified position that does not have the protection of the Civil Service. He wants to be sure that if someone is hired that they have Civil Service protection and that if he does hire, he is going through the proper procedures to do that hiring. He said that this is a change for the whole city to understand and that the city needs the Civil Service Commission to help make better Administrators. Robert requested that the Commission authorize an entry level data clerk type of exam. He also explained that they should have offered this to part-time and then wouldn't have to do it when full-time is needed. We cannot correct the past but we can correct the future.

### **NEW BUSINESS:**

- Robert offered a handout for Boards and Commissions Training that is being given to all Boards, talking about ethics and helping to understand that Administration is there for the Boards. Robert stated that he is here to understand and follow what Civil Service Commission has set up.

- The Commission asked what has been determined about the one position that has been misunderstood as Classified and was never tested for it. Angela explained that they never got an answer to their ideas that was emailed to Legal Council. Robert explained that they were working on the part-time non-classified issue first. He has requested that Janice supply the S.P.B.R. report (state reporting) so that he can verify that this position has been considered Classified in the past. Once you classify that, you can't take it away.

This is the road you don't want to go down over and over again. The 2 exams Robert has requested is Clerical and Laborer. Promoting PT-Classified will go through the unions to determined probationary periods and promotions to full-time. Joseph motioned to start up exams for clerical and laborer. Peggy seconded the motion.

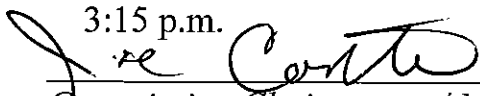
Roll Call: Yes: Joseph Conte  
Peggy Dobbins  
Angela Beck  
No: None

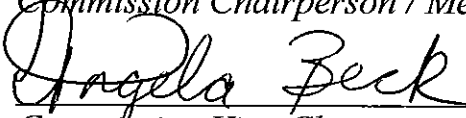
Motion passed 3-0

- Robert also mentioned that all position are not pen and paper testable. Some positions require a show of experience etc.

**CONSIDERATION OF THE MINUTES:**

- The minutes from 4/11/18 were presented and approved.
- With no further business presented to the Commission, the meeting was adjourned at 3:15 p.m.

  
\_\_\_\_\_  
*Commission Chairperson / Member*

  
\_\_\_\_\_  
*Commission Vice-Chairperson / Member*

Date Approved: 7-11-18

*CSC Minutes from 5/30/18*  
*jkb CSC Secretary*