



The City of Norton
4060 Columbia Woods Drive
Norton, OH 44203
Phone: 330-825-7815
Fax: 330-825-3104

To: Civil Service Commission (3) emailed
From: Janice Back, Civil Service Commission Secretary
Date: March 6, 2014
Re: Approved, signed Civil Service Commission minutes for meeting held on January 13, 2014

Attached you will find a copy of the approved, signed minutes from the Civil Service Commission meeting held on January 13, 2014.

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

original on file: Karla Richards, Clerk of Council

hard copy cc: Ann Campbell/Admin. File
Civil Service Commission Boardroom File
Posting/Stenographer/CSC file

emailed cc: CSC Members (3)
Mike Zita, Mayor
Valerie Carr, Administrative Officer
Justin Markey, Esq.-Director of Law



Memorandum

To: Civil Service Commission (3) – (emailed)
From: Janice Back, Civil Service Commission Secretary
Date: February 20, 2014
Re: Preliminary Drafted Minutes of the Civil Service Commission on January 13th, 2014

Attached you will find a copy of the preliminary drafted minutes from the Civil Service Commission meeting held on Tuesday, January 13th, 2014 for your review. Please note these preliminary drafted minutes are subject to the Commission's review and are subject to change.

Please contact me no later than Wednesday, February 26th, 2014 with any corrections or editorial suggestions that you may have. I can be reached at jback@cityofnorton.org. If I do not hear from you, I will assume they are correct and will arrange to obtain signatures accordingly.

Please print this page if you prefer a hard copy for your files.

Thank you.

Emailed-cc: CSC Members (3)
Mike Zita, Mayor
Valerie Carr, Administrative Officer
Justin Markey, Law Director
Ann Campbell, Admin. Assistant
Hard copy: Stenographer/ CSC File



CITY OF NORTON, OHIO
4060 Columbia Woods Drive
Norton, Ohio 44203
Phone (330) 825-7815 / Fax (330) 825-3104

“NOTICE OF PUBLIC MEETING”
Civil Service Commission
Thursday, February 20th, 2014 @ 2:30p.m.
NFD Training Room

I. ROLL CALL:

II. AGENDA: **NPF FT Police Officer Position**
Payroll Certification 4th Quarter 2013
Consideration of Minutes from 01/13/14

III: ADJOURN

Please note: This posting is for notification to all department heads of The Civil Service Commission activity. If this pertains to you, please print a copy for your files. If this does not pertain to you, please view as information only.

Emailed:

Mayor Mike Zita
Valerie Carr, Administrative Officer
Ann Campbell, Admin.Assistant
Laura Starosta, Finance Director
Karla Richards, Clerk of Council
Civil Service Commission Members (3)

Posted & Emailed on 02/10/2014

Janice Back *CSC Secretary*
Contact # 330-825-7815 ext. # 201
jback@cityofnorton.org

NFD/CSC/RC Secretary, 08:00 - 16:30, Mon. thru Fri.

City of Norton
CIVIL SERVICE COMMISSION
January 13th, 2014

The Norton Civil Service Commission convened for a meeting in the Norton Fire Division Training Room. Chairperson Angela Beck called the meeting to order at 2:30 p.m.

Roll Call: Angela Beck
 Judith Dynia
 Peggy Dobbins

Invitees: Chief Thad Hete
 Laura Starosta, Finance Director

OLD BUSINESS:

- There was no old business at this time.

NEW BUSINESS:

Chief Hete was present to request that the upcoming NPD Officer test be advertised and conducted as it was with the last NPD Officer test. He studied the application and ads and gave his approval to the CSC.

Laura Starosta was present to discuss the Account Clerk III posting and to discuss the type of test that is desired. Laura suggested that the candidates be computer tested in Word and Excel along with a paper test. The CSC agreed that this might bring the proper candidates to the city. It was discussed to find a site that has computers and a classroom to use for all three sections of testing.

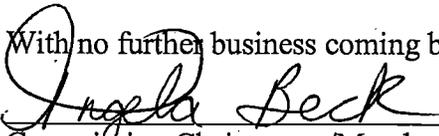
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Roll Call: Yeas: Angela Beck
 Judith Dynia
 Peggy Dobbins
 Nays: None

Motion Passed 3-0

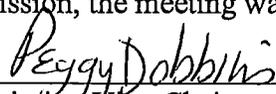
CONSIDERATION OF THE MINUTES:

There were no minutes to present for signatures at this time.

With no further business coming before the Commission, the meeting was adjourned at 3:36 p.m.



Commission Chairperson/Member



Commission Vice-Chairperson/Member

Date Approved: 03/05/14

CITY OF NORTON, OHIO

**CIVIL SERVICE COMMISSION
ATTENDANCE RECORD**

PD

The following members were present at the Payroll Certification / Meeting/Test for the Civil Service Commission:

Held on: January 13, 2014

Angela Beck Angela Beck
Judith Dynia Judith Dynia
Peggy Dobbins Peggy Dobbins

Signed Jancee Back
Secretary/Stenographer

Distribution: Mayor, Director of Finance - Payroll

City of Norton CSC Meeting Agenda

Meeting called by:	Type of meeting: Introductions
Location: Community Center Ballroom	Note taker: Janice Back
Date 1-13-14	2:30
Adjourned:	3:30
Please read:	
Please bring:	
Agenda Items:	
Topic: Introductions, CSC Home Rule, Payroll Certification	
OK w/ Note	
Computer testing that would include Excel	
Wed 1-22-14 - 2:30	NFD Training Room
Thurs. 1-23-14 2:30	
Wed. 1-29-14 2:30	
Vote: Positions stays the same.	
no changes at this time	