



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.



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: April 10th, 2014
Re: Approved, signed Civil Service Commission minutes for meeting held
on February 20th, 2014

Attached you will find a copy of the approved, signed minutes from the Civil Service Commission meeting held on February 20th, 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: March 21st, 2014

Re: Preliminary Drafted Minutes of the Civil Service Commission on February 20th, 2014

Attached you will find a copy of the preliminary drafted minutes from the Civil Service Commission meeting held on Thursday, February 20th, 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, March 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
CIVIL SERVICE COMMISSION
February 20th, 2014

The Norton Civil Service Commission convened for a meeting and payroll certification, 4th quarter 2013 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: Valerie Waxx Carr, Administrative Officer

OLD BUSINESS:

- There was no old business at this time.

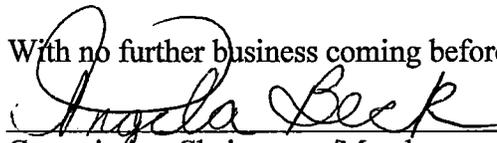
NEW BUSINESS:

- The commission introduced themselves to Valerie Waxx Carr, the new Administrative Officer for the City of Norton. Each commission member gave a brief history of their professional background.
- After all introductions were over, Valerie excused herself so the commission could continue checking the application packets for NPD Officer and with payroll certification for the 4th quarter of 2013.
- The commission found everything to be in order for the NPD Officer test. There was one correction to the sign-in sheet.
- The commission found no issues with payroll and all of payroll was certified.

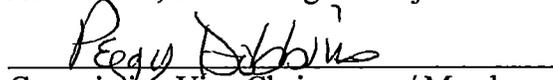
CONSIDERATION OF THE MINUTES:

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

With no further business coming before the Commission, the meeting was adjourned at 3:40 p.m.



Commission Chairperson/Member



Commission Vice-Chairperson / Member

Date Approved: 04/09/14

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: February 20th, 2014

Angela Beck

Angela Beck

Judith Dynia

Judith Dynia

Peggy Dobbins

Peggy Dobbins

Signed

James Bach
Secretary/Stenographer

Distribution: Mayor, Director of Finance - Payroll