



# Memorandum

**To:** Civil Service Commission (3) – (emailed)  
**From:** Janice Back, Civil Service Commission Secretary  
**Date:** August 13<sup>th</sup>, 2014  
**Re:** Preliminary Drafted Minutes of the Civil Service Commission on May 21<sup>st</sup>, 2014

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Attached you will find a copy of the preliminary drafted minutes from the Civil Service Commission meeting held on Wednesday, May 21st, 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, August 20<sup>th</sup>, 2014 with any corrections or editorial suggestions that you may have. I can be reached at [jback@cityofnorton.org](mailto: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**  
**May 21<sup>st</sup>, 2014**

The Norton Civil Service Commission convened for a meeting at the Norton Fire Division. Chairperson Angela Beck called the meeting to order at 2:40 p.m.

Roll Call:           Angela Beck  
                          Peggy Dobbins  
Absent:             Judith Dynia

**OLD BUSINESS:**

There was no old business to discuss at this time.

**NEW BUSINESS:**

The commission met to approve the application packets for the AFSCME Laborer Position test that will be held on Saturday, May 31<sup>st</sup>, 2014.

It was brought to the attention of the commission that there was a CLD requirement issue in the packet. The applicants were required to already possess a CLD B to take the test, but the packet also stated that they had 6 months to obtain a CDL B. The CSC and Administrator, Valerie Carr agreed to allow applicant to take the test whether they had their CLD B or not. It was requested that the packet be corrected for any future Laborer tests.

All application packets were in order and approved for the upcoming test.

**CONSIDERATION OF THE MINUTES:**

The Commission had no minutes to sign at this time.

With no further business coming before the Commission, the meeting was adjourned at 3:10 p.m.

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Commission Chairperson/Member

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Commission Vice-Chairperson / Member

Date Approved: \_\_\_\_\_

*Norton CSC Preliminary Minutes from May 21<sup>st</sup>, 2014*