



# 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 June 25<sup>th</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, June 25<sup>th</sup>, 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  
June 25<sup>th</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 2:36 p.m.

Roll Call:                   Angela Beck  
                                     Peggy Dobbins  
                                     Judith Dynia

**OLD BUSINESS:**

There was no old business to discuss at this time.

**NEW BUSINESS:**

The commission met to certify the eligibility list for the AFSCME Laborer Position that was created by a written test held on Saturday, May 31<sup>st</sup>, 2014.

The commission checked all grades and extra credit points and checked the list for errors. Everything was in order.

It was unanimous that the list was ready for submission to the Mayor, Administrator and department head.

**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 3:25 p.m.

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Commission Chairperson/Member

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Commission Vice-Chairperson / Member

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