



The City of Norton
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To: Civil Service Commission (3) emailed
From: Janice Back, Civil Service Commission Secretary
Date: April 16th, 2015
Re: Approved, signed Civil Service Commission minutes for meeting held on March 11th, 2015

Attached you will find a copy of the approved, signed minutes from the Civil Service Commission meeting held on March 11th, 2015.

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

City of Norton
Civil Service Commission Meeting
March 11th, 2015

*The Norton Civil Service Commission convened for a meeting in the
NFD Administrative Secretary's Office*

Chair person, Angela Beck called the meeting to order at 2:32 p.m.

Roll Call: Angela Beck
Peggy Dobbins
Judith Dynia

Absent: None

Invitee: Administrative Officer, Valerie Wax Carr

OLD BUSINESS:

- The CSC Voted for Chair and Vice Chair at the February 18th meeting. The results of this vote was overlooked in the February, 2015 meeting minutes. The following was approved for the 2015 positions. Judith Dynia asked to step down from the Vice Chair position for 2015.

➤ Chair: Angela Beck
➤ Vice Chair: Peggy Dobbins
➤ Member: Judith Dynia

Roll Call: Yeas: Angela Beck
Peggy Dobbins
Judith Dynia

Nays: None

Motion Passed 3-0

- Valerie Carr attended the meeting today to give report on the progress of the Clerical job descriptions. She explained that the plan is to combine all Account Clerk position and have them cross train in order to fill temporary vacancies that may occur from time to time. She would like to drop the I, II, and III in the AFSCME Clerical contract and have it read "Account Clerk" in the union contract. The Secretarial positions that report directly to department heads will be renamed Administrative Secretaries. She is hoping to remove "Office Manager" and keep the Secretary position as well. It is her hope to wrap up the clerical postions and have the AFSCME Union sign off on the changes in time for the CSC meeting in April, 2015. In the future, Valerie would like to review vacancies before the postions is filled.

NEW BUSINESS:

- The commission checked the results for the FFII/Medic test that was given on Saturday, February 21st, 2015. All information appeared to be in order and the eligibility list was approved.

Roll Call: Yeas: Angela Beck
 Peggy Dobbins
 Judith Dynia

Nays: None

Motion Passed 3-0

CONSIDERATION OF THE MINUTES:

- The minutes from February 18th, 2015 were presented for signatures. The minutes were approved and signed.
- With no further business coming before the Commission, the meeting was adjourned at 3:03 p.m.



Commission Chairperson/Member



Commission Vice-Chairperson / Member

Date Approved: 4/15/2015