



## 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:** May 19<sup>th</sup>, 2015  
**Re:** Approved, signed Civil Service Commission minutes for meeting held on April 15<sup>th</sup>, 2015

---

Attached you will find a copy of the approved, signed minutes from the Civil Service Commission meeting held on April 15<sup>th</sup>, 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  
Ann Campbell, Administrative Assistant  
Council Members (7):

**City of Norton**  
**CIVIL SERVICE COMMISSION**  
**April 15<sup>th</sup>, 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  
Judith Dynia  
**Absent:** Peggy Dobbins

**Payroll Certification:**

- The CSC performed Certification of Payroll for the last quarter of 2015. Payroll was approved.

**OLD BUSINESS:**

- The CSC reviewed the Assessment Center results from the NFD Assistant Chief test. After carefully checking the credits, the list was certified. There were 6 candidates for this process. The top three (3) names will be presented to the city for interviews.
- Administrative Officer, Valerie Wax Carr stopped by to notify the commission that the clerical job descriptions should be ready for their review at the May, 2015 meeting.

**NEW BUSINESS:**

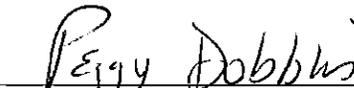
- There was no new business to present at this time.

**CONSIDERATION OF THE MINUTES:**

- The minutes from 3/11/15 were presented for approval. The minutes were approved and signed.
- With no further business coming before the Commission, the meeting was adjourned at 3:24 p.m.



Commission Chairperson/Member



Commission Vice-Chairperson / Member

Date Approved: 5-13-15