



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: June 26th, 2015
Re: Approved, signed Civil Service Commission minutes for meeting held on May 13th, 2015

Attached you will find a copy of the approved, signed minutes from the Civil Service Commission meeting held on May 13th, 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
May 13, 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
Peggy Dobbins
Absent: None

OLD BUSINESS:

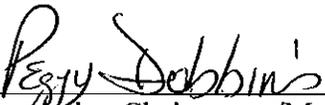
- The CSC was reminded that the swear-in ceremony for the FT FFII/Medics will be on Wednesday, May 20th at 4:00 p.m. in the NFD Training Room.
- Administrative Officer, Valerie Wax Carr was not able to make the meeting today but sent word to the commission that the Account Clerks job descriptions are complete. Valerie is hoping that she will be done with the Administrative Secretary position description. She plans to have all clerical job descriptions with her at the next CSC meeting that will be held in June, 2015.

NEW BUSINESS:

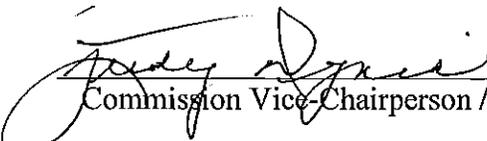
- Council Member Charlotte Whipkey relayed some questions to Council Secretary, Karla Richards, in reference to the CSC. The questions were re-directed to CSC Secretary, Janice Back. Along with some basic questions answered, Ms. Whipkey requested for council members to be added to the CSC meeting distribution list. The CSC requested that in the future, all emails are to be directed to the CSC for a reply.

CONSIDERATION OF THE MINUTES:

- The minutes from 4/15/15 were presented for approval. The minutes were approved and signed.
- With no further business coming before the Commission, the meeting was adjourned at 3:20 p.m.



Commission Chairperson/Member



Commission Vice-Chairperson / Member

Date Approved: 08/19/15