



## The City of Norton

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**To:** Civil Service Commission (3) emailed  
**From:** Janice Back, Civil Service Commission Secretary  
**Date:** January 21, 2016  
**Re:** Approved, signed Civil Service Commission minutes for meeting held on August 19<sup>th</sup>, 2015

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Attached you will find a copy of the approved, signed minutes from the Civil Service Commission meeting held on August 19<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**  
**August 19<sup>th</sup>, 2015**

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

Vice Chair person, Peggy Dobbins called the meeting to order at 2:32 p.m.

**Roll Call:** Judith Dynia  
Peggy Dobbins  
**Absent:** Angela Beck

**NEW BUSINESS:**

- The CSC was presented with 2 job postings for review.
  - ✓ NPD Officer
  - ✓ NFD FT Lieutenant
- The NPD Officer posting was reviewed and approved.
- The NFD FT Lieutenant posting was reviewed. The CSC had some general questions about the posting (target dates and point system) that they wanted to understand before approving the posting. NPD Admin. Secretary, Paula Fisher was filling in for NFD Admin. Secretary, Janice Back. She explained that those questions can be cleared up at the next meeting.

**PAYROLL CERTIFICATION:**

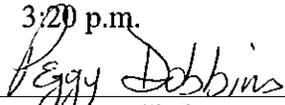
- The CSC certified payroll for the second quarter of 2015.

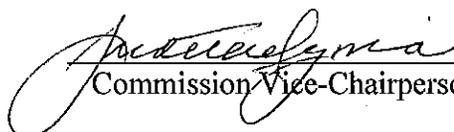
**OLD BUSINESS:**

- The CSC asked how the clerical job descriptions were coming along. Administrator, Valerie Wax Carr was not able to attend the meeting today to give an update. She is hoping to be finished with these positions in time for the scheduled CSC meeting on September 16<sup>th</sup>, 2015.

**CONSIDERATION OF THE MINUTES:**

- The minutes from 5/13/15 were presented for approval and signatures. 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: 1-13-16