



The City of Norton

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To: Civil Service Commission (3) emailed
From: Janice Back, Civil Service Commission Secretary
Date: October 30th, 2015
Re: Approved, signed Civil Service Commission minutes for meeting held on September 16th, 2015

Attached you will find a copy of the approved, signed minutes from the Civil Service Commission meeting held on September 16th, 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 26, 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 2:35 p.m.

Roll Call: Judith Dynia
Peggy Dobbins
Angela Beck
Absent: None
Invitee: None

OLD BUSINESS:

- The CSC members were presented with CEU requirements for a FFII and Medic that must be met within certain set time limits to keep their certifications for their positions. These requirements are set forth in the ORC.
- The NPD Officer Exam advertising was also presented for review.
- The CSC determined that October 28th, 2015 would be the best date for the NPD Officer Exam. Secretary, Janice Back said that she would confirm this date after the meeting today.

NEW BUSINESS:

- There was no new business at this time.

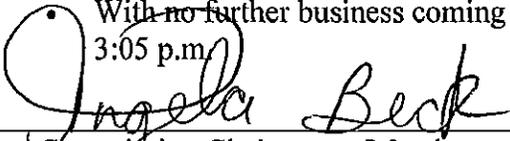
UNFINISHED BUSINESS:

- Administrator, Valerie Wax Carr stopped in to offer a progress report on the clerical job descriptions.
- Ms. Carr asked Janice Back if she would mind stepping out during this conversation due to the fact that she is a clerical bargaining unit of the AFSCME Union positions that were about to be discussed.
- After Ms. Carr gave report, the meeting was adjourned.

CONSIDERATION OF THE MINUTES:

- There minutes presented for signatures will be signed when Angela Beck and Peggy Dobbins are both present to sign.

With no further business coming before the Commission, the meeting was adjourned at 3:05 p.m.



Commission Chairperson/Member



Commission Vice-Chairperson / Member

Date Approved: 10-26-15