



## 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  
November 18<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 November 18<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**

**November 18<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 2:35 p.m.

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

**OLD BUSINESS:**

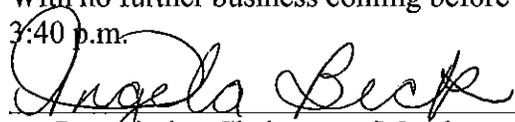
- The commission reviewed the complete list of candidates eligible for the NPD Officer position. Everything was in order. The eligibility list was unanimously approved and was certified.
- Payroll Certification for the 3<sup>rd</sup> quarter, 2015 was approved and signed.

**NEW BUSINESS:**

- Lt. Vincent Shoemaker, NFD FT Officer, has officially resigned as of November 13<sup>th</sup>, 2015. The commission was notified of his resignation. Administration and NFD Chief Schultz have interviews scheduled. The candidates to be interviewed for this vacant position are from the current 2015 eligibility list.
- The commission requested to hold a December meeting to organize and review the CSC Rules.

**CONSIDERATION OF THE MINUTES:**

- The minutes from September and October, 2015 were presented for approval and one (1) signature each was obtained from the member that attended the above meetings. Judith Dynia will be requested to stop in to sign these minutes. These preliminary minutes were sent out for review. Ms. Dynia was present at these two (2) meetings and needs to sign the minutes from September and October, 2015.
- With no further business coming before the Commission, the meeting was adjourned at 3:40 p.m.

  
Commission Chairperson/Member

  
Commission Vice-Chairperson / Member

Date Approved: 1-13-16