

CITY OF NORWICH
Civil Service Meeting
September 26, 2002

PRESENT:

Paul Laughlin, Chairman
Donna Wood-Craig, Commissioner

ALSO:

Deborah DeForest, Secretary
Margaret Boice, School District Clerk
Kim Perez, Norwich City School
Tom Falcon, NYS Civil Service
Christine Gray, Sr. Acct. Clerk

Chairman Laughlin motioned to approve the August 21, 2002 minutes. Seconded by Commissioner Wood-Craig. All ayes. 2-0.

Chairman Laughlin made a motion to approve the job duty statements for School Bus Driver vacated by Larry Loomis and Gail Carlson. Seconded by Commissioner Wood-Craig. All ayes. 2-0.

Chairman Laughlin motioned to accept the job duty statements for Teacher Aides vacated by Cheryl Hansen and Kathleen Coates. Seconded by Commissioner Wood-Craig. All ayes. 2-0.

Chairman Laughlin made a motion to accept the job duty statements for Library Clerk vacated by Tiffany Tracey and Dawn Loomis. Seconded by Commissioner Wood-Craig. All ayes. 2-0.

Chairman Laughlin made a motion to accept the new job duty statement for Physical Therapist for special education district wide. Seconded by Commissioner Wood-Craig. All ayes. 2-0.

Chairman Laughlin motioned to approve the following Labor appointment:

<u>Name</u>	<u>Position</u>	<u>Date of Appointment</u>
Shannon Nestved	Library Page	8/1/2002

Seconded by Commissioner Wood-Craig. All ayes. 2-0.

Chairman Laughlin made a motion to approve the following Non-Competitive appointments:

<u>Name</u>	<u>Position</u>	<u>Date of Appointment</u>
James Dundon	School Crossing Guard	9/4/2002
Barbara Hilts	School Nurse	9/3/2002
Tracey Evans	Teacher Aide	9/3/2002

Victoria Mitchell	Teacher Aide	9/9/2002
William Stratton	Teacher Aide	9/3/2002
Robert Brown	Motor Equipt. Operator #1	9/23/2002
William Hamilton	Motor Equipt. Operator #1	9/18/2002

Seconded by Commissioner Wood-Craig. All ayes. 2-0.

The following appointment were also noted:

PROVISIONAL APPOINTMENTS

Date of Appointment

Daniel Utter	Meter Reader/Water System	8/21/2002
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PERMANENT APPOINTMENTS

Mary Mahoney	Physical Therapy Assistant	9/23/2002
Anna Frank	Physical therapist	9/23/2002
Charlene Fitch	Occupational Therapy Assist.	9/23/2002
Jennifer Schmidt	Sr. Occupational Therapist	9/23/2002
Terry Woodard	PC Lan Technician	8/26/2002
Jaclyn Pittsley	Library Clerk (Part-time)	9/10/2002

Tom Falcon from the New York State Civil Service in Albany introduced himself. He is replacing Mary Morrison as our Municipal Personnel Consultant.

Secretary DeForest addressed the question to Mr. Falcon that the Norwich City School had concerning doing a job duty statement every time someone leaves a position. Discussion ensued. Mr. Falcon will check into this and get back with Secretary DeForest at a later date.

Chairman Laughlin questioned whether a motion for Kevin Perez concerning his application for Building Maintenance Mechanic is needed. Mr. Perez had not shown for this meeting. Discussion ensued. Chairman Laughlin made a motion that Kevin Perez's appeal to accept his application for Building Maintenance Mechanic is denied. Seconded by Commissioner Wood-Craig. All ayes. 2-0.

Chairman Laughlin noted the next meeting would be Thursday, October 24, 2002 at 8:30 A.M.

Chairman Laughlin closed the meeting at 8:50 A.M.