



# MASSILLON CIVIL SERVICE COMMISSION

## SPECIAL MEETING

### MINUTES

#### CALL TO ORDER:

The meeting was called to order at 5:00 pm by Chairperson Starrett.

**ROLL CALL:** Megan Starrett (Chair): PRESENT  
Elaine Campbell (Vice-Chair): ABSENT  
Aaron Violand: PRESENT  
**OTHERS IN ATTENDANCE:** Tom Burgasser Interim Civil Service Administrator

**MOTION:** STARRETT 2<sup>ND</sup>: VIOLAND  
to amend the agenda to include the addition of MCSC Rule 13 as pertains to the Code Enforcement position.  
**Discussion:** Discussion ensued.  
**VOTE:** 2 YES

**MOTION:** STARRETT 2<sup>ND</sup>: VIOLAND  
to amend MCSC Rule 13 to allow for a one (1) year probationary period for Code Enforcement.  
**Discussion:** Discussion ensued.  
**VOTE:** 2 YES

**MOTION:** STARRETT 2<sup>ND</sup>: VIOLAND  
to approve the Code Enforcement Officer job description.  
**Discussion:** Discussion ensued.  
**VOTE:** 2 YES

**MOTION:** STARRETT 2<sup>ND</sup>: VIOLAND  
to approve posting the Code Enforcement Officer position.  
**Discussion:** Discussion ensued.  
**VOTE:** 2 YES

**MOTION:** STARRETT 2<sup>ND</sup>: VIOLAND  
to approve the Registrar of Vital Statistics job description.  
**Discussion:** Discussion ensued.  
**VOTE:** 2 YES



MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to recertify the list for the Registrar of Vital Statistics position.  
Discussion: Discussion ensued.  
**VOTE:** 2 YES

**ADJOURN:**

MOTION: STARRETT 2<sup>ND</sup>: VIOLAND  
to adjourn.  
Discussion: None  
**VOTE:** 2 YES

The meeting was adjourned at 5:14 pm.

Respectfully submitted,

*Tom Burgasser*

Tom Burgasser  
Interim Civil Service Administrator