



Civil Service Commission  
Canton, Ohio

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## Regular Meeting Minutes

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Time: 8:00 AM

Location: Canton City Hall, Council Chambers

Date: September 21, 2022

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The meeting was called to order at 8:04 a.m. by Conde. The following individuals were present:

COMMISSION:           Chip Conde  
                              Ralph Lee  
                              Mariella Mestel

STAFF:                   Rachel Forchione  
                              Anna Moeglin

OTHERS:                Kevin L’Hommedieu, Chief Counsel  
                              John Highman, Service Director  
                              James Adams, Health Commissioner

### **ROLL CALL**

CONDE - PRESENT

LEE - PRESENT

MACK – ABSENT

### **APPROVAL OF MINUTES**

1. Approval of the minutes for the 8-17-22 and 9-7-22 Commission Meetings

Conde made a motion to approve the minutes. Lee seconded the motion.

The motion passed with the following vote:

CONDE – YES

LEE – YES

### **REGULAR BUSINESS - CONSENT AGENDA**

The next item of business was the Consent Agenda, which included the following items:

2. Notification of the administrative establishment of the open eligibility list for the position of Sign and Paint Operator 3 for the Traffic Engineering Department on May 23, 2022

Forchione stated that the May 23<sup>rd</sup> date for Paint Operator 3 is to be approved retroactively, as the position was appropriately filled, but the eligibility list was never formally approved.

3. Notification of the administrative establishment of the open eligibility list for the position of Plumbing Inspector for the Building and Code Department on August 15, 2022
4. Notification of the administrative establishment of the open eligibility list for the position of Boiler Operator for the Building Maintenance Department on August 15, 2022
5. Notification of the administrative establishment of the open eligibility list for the position of Engineer II for the Collection Systems Department on August 17, 2022
6. Notification of the administrative establishment of the open eligibility list for the position of General Foreman of Public Works for the Public Works Department on August 17, 2022
7. Notification of the administrative establishment of the open eligibility list for the position of Electronic Specialist for the Water Reclamation Facility on August 18, 2022
8. Notification of the administrative establishment of the open eligibility list for the position of Code Enforcement Officer for the Building and Code Department on August 18, 2022
9. Notification of the administrative establishment of the open eligibility list for the position of Community Health Educator for the Health Department on August 22, 2022
10. Notification of the administrative establishment of the open eligibility list for the position of Firefighter/Paramedic for the Fire Department on August 23, 2022
11. Notification of the administrative establishment of the open eligibility list for the position of Construction Coordinator for the Community Development Department on August 25, 2022
12. Notification of the administrative establishment of the open eligibility list for the position of Tax Auditor/Collector II for the Treasurer's Department on August 26, 2022
13. Notification of the administrative establishment of the open eligibility list for the position of Secretary II for the School District on August 29, 2022
14. Notification of the administrative establishment of the open eligibility list for the position of GIS Analyst/Engineering Technician I for the Water Department on September 12, 2022
15. Notification of the administrative establishment of the open eligibility list for the position of Environmental Health Specialist in Training for the Health Department on September 12, 2022
16. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator 2 for the City of Canton on September 14, 2022
17. Notification of the administrative establishment of the open eligibility list for the position of Clerical for the City of Canton on September 16, 2022

18. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator 3 for the Street Department on September 19, 2022
19. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator 3 for the City of Canton on September 19, 2022
20. Temporary Appointments

Conde made a motion to accept the consent agenda. Lee seconded the motion. The motion passed with the following vote:

CONDE – YES                      LEE – YES

### **PUBLIC SPEAKS**

No one signed up for Public Speaks.

### **NEW BUSINESS**

21. Recognition of the new job description for the position of Fiscal Manager for the Community Development Department

Director Highman explained that the previous position of Financial Records Administrator has been vacant for some time. There was a need to update the description and salary to reflect the current duties of the position in comparison to other similar positions in the city. The description is in line with the responsibilities of a Fiscal Manager, but this was not reflected in the previous title or the salary range. The new title and salary range was approved by Council at last night's meeting and the request is therefore to update the description to match those responsibilities.

Lee made a motion to approve the revised job description as provided. Conde seconded the motion. The motion passed with the following vote:

CONDE – YES                      LEE – YES

22. Recognition of the revised job description for the position of Deputy Auditor II for the Auditor's Department

Forchione stated that she had worked with the Auditors office to update the current description, as it was originally written for internal candidates only. With the decrease in internal interest, there was a need to open the posting to external candidates as well. The proposed changes reflect that. . Other revisions include updating the types of programs and software used, and a general re-organization of paragraphs to more accurately reflect the paragraph titles.

Lee made a motion to approve the revised job description as provided. Conde seconded the motion. The motion passed with the following vote:

CONDE – YES

LEE – YES

23. Recognition of the new job description for the position of HIV/STI Prevention Health Educator for the Health Department

Commissioner Adams noted that this is a new position for the Health Department and it is grant-funded. The description is based off of the current Community Health Educator position, with changes made to emphasize the duties of HIV and STI prevention work. Adams also emphasized the need in the community for a position like this as infection rates are increasing. Mestel asked about the Key Competencies section in the description. Adams explained that each Health Department description is required to have these as part of their accreditation.

Conde made a motion to approve the revised job description as provided. Lee seconded the motion. The motion passed with the following vote:

CONDE – YES

LEE – YES

24. Recognition of the revised job description for the position of Laboratory Technician I for the Health Department
25. Recognition of the revised job description for the position of Laboratory Technician II for the Health Department
26. Recognition of the revised job description for the position of Family Nurse Practitioner for the Health Department
27. Recognition of the revised job description for the position of Dental Program Manager for the Health Department
28. Recognition of the revised job description for the position of Linkage to Care Specialist for the Health Department
29. Recognition of the revised job description for the position of EH Public Health Technician for the Health Department
30. Recognition of the revised job description for the position of Environmental Health Specialist (Health Inspector II) for the Health Department
31. Recognition of the revised job description for the position of WIC Peer Helper for the Health Department
32. Recognition of the revised job description for the position of WIC Assistant for the Health Department
33. Recognition of the revised job description for the position of WIC Dietitian for the Health Department

- 34. Recognition of the revised job description for the position of Outreach Specialist for the Health Department
- 35. Recognition of the revised job description for the position of Overdose Prevention Program Manager for the Health Department
- 36. Recognition of the revised job description for the position of OPHII Public Health Support Specialist for the Health Department

Forchione stated that after discussion with the Law Department, all permanent part-time positions fall under Civil Service purview, which is why agenda items #24-36 are being considered today. The existing descriptions were updated to include an ADA compliance statement and were changed to “classified” status in the job titles. Beyond that, no other changes were made. Lee asked about part-time hours for these positions and if they receive benefits. Adams addressed his questions.

Conde made a motion to approve the revised job descriptions as provided for agenda items #24-36. Lee seconded the motion.

The motion passed with the following vote:

CONDE – YES                      LEE – YES

- 37. Update on current marketing and recruitment initiatives

Moeglin gave an overview of social media statistics and the current advertisement for the CDL positions. Highman noted that the advertisements are helping, as they have been able to hire three new staff with the Street Department. She also went over the month’s past recruitment events and upcoming events, with further detail from Forchione regarding such events as the National Guard Conference and the Re-Entry Coalition. The upcoming Waste Collector and Police Officer physical agility tests were also discussed and the Commission was invited to attend both.

**EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTER**

Conde made a motion to enter Executive Session to discuss a personnel matter at 8:29 a.m. Lee seconded the motion. The motion passed with the following roll call vote:

CONDE – YES                      LEE – YES

At 8:56 a.m., Conde made a motion to exit Executive Session. Lee seconded the motion. The motion passed with the following roll call vote:

CONDE – YES                      LEE – YES

Conde made a motion to temporarily promote Rachel Forchione to the position of Director of the Civil Service Commission under rule 12.3. Lee seconded the motion. The motion passed with the following vote:

CONDE – YES                      LEE – YES

**MISCELLANEOUS BUSINESS**

There was no miscellaneous business to discuss.

**ADJOURNMENT**

Conde made a motion to adjourn the meeting. Lee seconded the motion.  
The motion passed with the following vote:

CONDE – YES

LEE – YES

The meeting adjourned at 8:58 a.m.