



Civil Service Commission  
Canton, Ohio

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## Regular Meeting Minutes

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Time: 3:30 PM

Location: Canton City Hall, Council Chambers

Date: November 16, 2022

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The meeting was called to order at 3:30 a.m. by Chairman Conde. The following individuals were present:

COMMISSION:                   Chip Conde  
                                      Ralph Lee  
                                      Edmond Mack  
                                      Mariella Mestel

STAFF:                           Rachel Forchione  
                                      Sara Kennedy

OTHERS:                        Kevin L’Hommedieu, Chief Counsel  
                                      James Adams, Health Commissioner  
                                      Lt. Steven Swank, Police Department  
                                      Officer Chris Wells, Police Department

### **ROLL CALL**

CONDE - PRESENT   LEE - PRESENT (arrived during Public Speaks)   MACK – PRESENT

### **APPROVAL OF MINUTES**

1.       Approval of the minutes for the 9-21-22, 10-19-22, and 11-2-22 Commission Meetings

Mack made a motion to approve the minutes. Conde seconded the motion.  
The motion passed with the following vote:

CONDE – YES

MACK – 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 Utility Operator II for the City of Canton on September 22, 2022
3. Notification of the administrative establishment of the open eligibility list for the position of Boiler Operator for the Building Maintenance Department on September 26, 2022
4. Notification of the administrative establishment of the open eligibility list for the position of Plumbing Inspector for the Building & Code Enforcement Department on September 27, 2022
5. Notification of the administrative establishment of the open eligibility list for the position of Waste Collector for the Sanitation Department on September 27, 2022
6. Notification of the administrative establishment of the open eligibility list for the position of Telecommunicator for the Communications Department on October 3, 2022
7. Notification of the administrative establishment of the open eligibility list for the position of Police Officer for the Police Department on October 6, 2022
8. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator III for the Street Department on October 10, 2022
9. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator III for the City of Canton on October 10, 2022
10. Notification of the administrative establishment of the open eligibility list for the position of Custodian for the Board of Education on October 12, 2022
11. Notification of the administrative establishment of the open eligibility list for the position of Treatment Operator III for the Water Reclamation Facility on October 12, 2022
12. Notification of the administrative establishment of the open eligibility list for the position of EH Public Health Technician for the Health Department on October 13, 2022
13. Notification of the administrative establishment of the open eligibility list for the position of Maintenance Electrician for the Water Reclamation Facility on October 19, 2022
14. Notification of the administrative establishment of the open eligibility list for the position of Fiscal Manager for the Community Development Department on October 19, 2022
15. Notification of the administrative establishment of the open eligibility list for the position of HIV/STI Prevention Health Educator for the Health Department on October 20, 2022
16. Notification of the administrative establishment of the closed eligibility list for the position of Police Sergeant for the Police Department on October 26, 2022

17. Notification of the administrative establishment of the open eligibility list for the position of APC Engineering Technician 1 for the Health Department on October 27, 2022
18. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator 2 for the City of Canton on October 27, 2022
19. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator 3 for the Street Department on October 31, 2022
20. Notification of the administrative establishment of the open eligibility list for the position of Clerical for the City of Canton on November 7, 2022
21. Notification of the administrative establishment of the open eligibility list for the position of Tax Auditor/Collector II for the Treasurer's Department on November 8, 2022
22. Notification of the administrative establishment of the open eligibility list for the position of Building Inspector for the Code Enforcement Department on November 9, 2022
23. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator 3 (not for Street Dept) for the City of Canton on November 9, 2022
24. Temporary Appointments

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

CONDE – YES

MACK – YES

**PUBLIC SPEAKS**

Two Canton police officers were present for Public Speaks, Lt. Steven Swank and Patrolman Chris Wells. Wells explained his frustration with the recent Police Sergeant's promotional exam, which had been administered by the National Testing Network. He stated that this was the second time that they had received this exact same test. He stated that he felt this was in no way an appropriate test for the promotion of officers as it had a very generalized standard and anyone could take the test. It required no knowledge of law enforcement policies or procedures, local rules and regulations, or anything needed to be a Canton City police officer. He felt that those who had taken this test for the second time had both an advantage and a disadvantage because they knew what to expect, yet not having received feedback on the prior test, they did not know what areas to improve upon after taking it the first time. He did not feel it was competitive, nor did it provide you with the opportunity to better yourself.

(Vice-chair Lee joined the meeting at this point)

L'Hommedieu requested that Forchione give a brief overview of the test and what it entails. She noted that it was the National Testing Network, which was the same test as last time. The main

difference between this exam and the exam two years ago was that the top 10 candidates last time were then sent to PRADCO and given a psychological evaluation for the supervisory position. They were ranked based on the results of the PRADCO evaluation. Upon discussing this with the Chief, it was decided to remove that portion of the exam as there were several complaints received about that component of the test last time, and it essentially just reshuffled the top 10 candidates, of which seven were eventually promoted. She then explained how the National Testing Network examination worked. L'Hommedieu inquired about the videos presented in the test to which Forchione explained that they were simulated situations involving police officers and members of the public, and the test-takers were asked to respond via multiple choice questions that were more qualitative, and less quantitative, in nature. Wells added that they were questions about how you felt the officers handled the situations. He noted that his biggest frustration was that he could not see his score or the correct answer, and nothing was given to the test-takers that showed what area(s) they poorly in. Forchione clarified that Civil Service also does not receive the individual candidates' scoresheets back either; they just receive their final scores. Mestel asked whether candidates were given a list of materials to study ahead of time, which candidates were not as this test is more a leadership assessment of existing skillsets.

L'Hommedieu asked whether the Chief had weighed in on this test. Forchione stated that he had not weighed in on this most recent test, but that he was included in the discussion to use this testing company.

Wells added that the test also did not consider any records of discipline, sick time usage, or personnel files in general.

Swank stated that he'd been through just about every type of promotional test offered at the City throughout his 30-year career. He's always disagreed with the promotional tests administered as each test by itself has flaws. The written test was largely memorization, the assessment center did not include local graders who were not from similar-sized cities and therefore the scenarios were not applicable, and PRADCO was inadequate because it had nothing to do with law enforcement and they did not check your record or resume. They asked about disciplinary action, but they did not pull your record and verify your response. He did think that a psychological component should be included in an exam, but that it shouldn't be the only exam. He stated that the best test in his opinion would be the combination of all three tests into a multi-faceted test. He felt this most recent test did not result in an adequate reflection of quality leaders rising to the top, and that it was a morale-killer for those who were better suited for leadership roles at this point.

When asked by Lee what type of test he would recommend, Swank stated that a test that included a written component, a basic knowledge component (to include rules and regulations, and contracts, and things that can get you sued), and an assessment center component would be a better-designed test. A discussion then ensued about the use of evaluations, preferably updated evaluations from what is used currently, in the exam process. A follow-up discussion with the Chief, ideally as part of a larger advisory committee to include other police officers, the Law Department, and a Commission member, was ultimately recommended as next steps going forward. Swank expressed a concern that that police officers are looking elsewhere as a result of

their frustration with this test. Forchione requested Swank, as the ranking officer, to relay to those officers that they not be discouraged and leave, as they are going to heavily re-evaluate the current testing process.

**NEW BUSINESS**

- 25. Recognition of the new job description for the position of EH Public Health Technician (Full-Time) for the Health Department
- 26. Recognition of the new job description for the position of EH Specialist in Training (Part-Time) for the Health Department

Adams gave a brief overview of both Health Department job descriptions on the agenda. Both positions currently exist as a part-time position for the former, and a full-time position for the latter. These descriptions give the department more flexibility in filling the positions. Forchione added that both descriptions were nearly identical to the existing positions currently on file.

Conde made a motion to approve the revised job description as provided in items #25 and #26. Mack seconded the motion. The motion passed with the following vote:

CONDE – YES                      LEE – YES                      MACK - YES

- 27. Recognition of the revised job description for the position of General Foreman for the Department of Motor Vehicles

Forchione gave an overview of the proposed description revisions. The majority of revisions involved updating language to reflect current job duties. The two significant differences were the addition of a requirement for automotive repair garage experience and that the listed underground storage tank trainings and certificates be required.

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                      MACK - YES

- 28. Recognition of the revised job description for the position of Computer Electronic Technician 4 for the Engineering Department

Forchione gave a brief overview of the proposed revision, which was to remove the requirement that this position have a tanker endorsement with their CDL. Discussion ensued as to why a CDL was required for this position, to which Forchione stated it was so they could operate their crane trucks with air brakes, per the City Engineer. Lee asked how often this truck is used to which Forchione said she thought fairly frequently as this is the truck used to repair traffic signals. She

added that the City Engineer also requested to keep this in because the two people who have this license now are both leaving soon and so they want their replacements to have it. The Commission felt the CDL requirement made the position exceedingly difficult to attract qualified talent, especially in today's climate. Forchione and Kennedy commented that they have been trying to fill the position currently, and that they've had it running for several weeks yet no one has met the CDL qualification. The Commission decided to table the discussion until the next meeting so that a representative from the department could attend.

Conde made a motion to table approval of the revised job description until the next meeting. Lee seconded the motion. The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK - YES

29. Recognition of the revised job description for the position of Civil Service Administrator for the Civil Service Department

Forchione gave a brief overview of the revised job description, noting that the majority of changes were to reflect current job duties as the description had not been updated since 1993. Some of the more significant changes were adding language about talent acquisition efforts and the usage of modern techniques to carry those efforts out.

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

MACK - YES

Forchione confirmed that the Commission was ready for the department to post for the position, and that they would like for it to run as a closed exam for two weeks.

30. Update on current marketing and recruitment initiatives

Forchione gave a brief overview of recent and upcoming outreach and recruitment events, and noted upcoming swearing-in and promotional ceremony dates.

**MISCELLANEOUS BUSINESS**

Forchione mentioned that Mestel's last meeting would be next month and that they would need to appoint a new secretary at that meeting. She also confirmed that the Commission would like to keep next year's meetings on the same days of the week (third Wednesday of each month). If held in Chambers, they would have to hold them at 8:30 a.m. though as that is as early as Council will allow them access to the room.

**ADJOURNMENT**

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

CONDE – YES

LEE – YES

MACK - YES

The meeting adjourned at 4:27 p.m.