



Civil Service Commission  
Canton, Ohio

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## Special Meeting - Minutes

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Time: 8:00 AM

Location: Canton Civil Service Conference Room

Date: February 17, 2023

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The meeting was called to order at 8:02 a.m. by Director Forchione. The following individuals were present:

COMMISSION:                 Ralph Lee  
                                      Edmond Mack  
                                      Kathleen Tatarsky

STAFF:                         Rachel Forchione

OTHERS:                     Kevin L’Hommedieu, Chief Counsel

### ROLL CALL

CONDE – ABSENT

LEE – PRESENT

MACK – PRESENT

### NEW BUSINESS

1. Recognition of the revised job description for the position of Supervisor - Billing & Collections for the Water/Utility Billing Department

Forchione gave a brief overview of the requested revisions, noting that most of the changes were to reflect current duties of the position.

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

LEE – YES

MACK - YES

2. Recognition of the new job description for the position of Assistant Supervisor - Billing & Collections for the Water/Utility Billing Department

Forchione gave a brief overview of the new description, noting that it was very similar to the newly-revised Supervisor position. She explained that this position was being created as a non-

bargaining position so that a bargaining employee did not have disciplinary responsibilities over other bargaining employees, which was presently the situation under the current department structure.

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

LEE – YES                      MACK - YES

3. Recognition of the new job description for the position of Fair Housing Manager for the Community Development Department

Forchione gave a brief overview of the proposed job description, noting that the position was currently in existence with the City; however, it was a fiduciary position and not a classified one. Per the Service Director’s request, they felt the position should be under Civil Service based on its function and duties. The proposed job description was essentially identical to the current description on file for the fiduciary position; the only difference is the removal of the fiduciary designation.

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

LEE – YES                      MACK - YES

4. Approval of proposed Civil Service rule change regarding temporary promotions for fiduciary positions

L’Hommedieu gave a brief explanation of the approval process, noting that a proposed rule change must be posted for seven days before the Commission can approve it. Having been posted for more than seven days now, the change was now eligible for approval.

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

LEE – YES                      MACK - YES

**MISCELLANEOUS BUSINESS**

Forchione briefly updated the Commission on applications and planned interview dates for the Civil Service Assistant Director position.

**ADJOURNMENT**

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

LEE – YES

MACK - YES

The meeting adjourned at 8:11 a.m.