



Civil Service Commission
Canton, Ohio

Regular Meeting Minutes

Time: 8:30 AM

Location: Canton Civil Service Conference Room

Date: April 19, 2023

The meeting was called to order at 8:30 a.m. by Chairman Conde. The following individuals were present:

COMMISSION: Chip Conde
 Edmond Mack
 Kathy Tatarsky

STAFF: Rachel Forchione
 Anna Moeglin

OTHERS: Andrea Perry, Safety Director

ROLL CALL

CONDE – PRESENT

LEE – ABSENT

MACK – PRESENT

APPROVAL OF MINUTES

1. Approval of minutes for the 3-15-23 Commission Meeting

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 Maintenance Electrician for the Water Reclamation Facility on February 21, 2023
3. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator 3 for the Street Department on March 15, 2023
4. Notification of the administrative establishment of the open eligibility list for the position of Clerical for the City of Canton on March 15, 2023
5. Notification of the administrative establishment of the open eligibility list for the position of Fair Housing Manager for the Community Development Department on March 16, 2023
6. Notification of the administrative establishment of the open eligibility list for the position of Environmental Health Specialist in Training (PT) for the Health Department on March 22, 2023
7. Notification of the administrative establishment of the open eligibility list for the position of EH Public Health Technician (FT) for the Health Department on March 22, 2023
8. Notification of the administrative establishment of the open eligibility list for the position of WIC Peer Helper for the Health Department on March 30, 2023
9. Notification of the administrative establishment of the open eligibility list for the position of Heavy Duty Automotive Mechanic for the Department of Motor Vehicles on March 30, 2023
10. Notification of the administrative establishment of the closed eligibility list for the position of Assistant Supervisor of Billing & Collections for the Water Department on March 30, 2023
11. Notification of the administrative establishment of the open eligibility list for the position of Treatment Operator 3 for the Water Reclamation Facility on April 10, 2023
12. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator 3 for the City of Canton on April 12, 2023
13. Notification of the administrative establishment of the open eligibility list for the position of Disease Intervention Specialist for the Health Department on April 13, 2023
14. 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

No one in attendance for Public Speaks.

NEW BUSINESS

- 15. Recognition of the new job description for the position of Fiscal Manager for the Fire Department

Perry gave a brief overview of the job description, noting that this would be a full-time position that would be replacing the current Administrative Assistant III position, to be more in line with other departments. This position will serve as a supervisory role handling, fiscal, administrative, managerial, reporting, etc. for the Fire Department. Conde asked if this person would be negotiating financial contracts. Perry confirmed that they will not be negotiating, just confirming information/payments.

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

CONDE – YES MACK - YES

- 16. Recognition of the revised job description for the position of Heavy Duty Automotive Mechanic III/EVT for the Fire Department

Perry noted that the Fire Department has had a difficult time hiring mechanics. She explained that the changes being made will improve the description for candidates. Changes include changing the CDL Class A requirement to a Class B and not requiring the CDL at start, but allowing two years to obtain it.

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

CONDE – YES MACK - YES

- 17. Recognition of the revised job description for the position of Heavy Duty Automotive Mechanic III with/without CDL for the Department of Motor Vehicles

Forchione explained that the changes made to the job are in line with the changes made to Heavy Duty Automotive Mechanic III/EVT. The only difference is that this position does not require the Tanker Endorsement.

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

CONDE – YES

MACK - YES

18. Consideration of probationary period extension for Fire Department personnel

Director Perry discussed how cadets were previously able to complete medic school during their one-year probation. Due to a number of factors, not connected to the cadet's ability to finish their schooling, training is taking longer than one year. Four cadets are currently expected to complete school in the next year. Perry noted that the department wants to make certain that cadets have the opportunity to finish medic school while remaining in the correct step of pay. Conde asked what would happen if a cadet were not to complete the required courses. Forchione and Perry stated that if a cadet were to fail out of medic school they would be let go, but could possibly be reinstated upon passing the required courses.

Conde made a motion to approve the extension of the probation period for the four cadets as provided. Mack seconded the motion. The motion passed with the following vote:

CONDE – YES

MACK - YES

19. Presentation of 2022 Department Annual Report and update on current marketing and recruitment initiatives

Forchione went over the statistics on applications, exams, events, ads, etc. from 2022. She also noted goals for 2023 which included expanding on our current abilities and reach.

Moeglin reviewed latest social media, marketing, and recruitment events, as well as meetings with Plain Local and Centennial Plaza staff. She also spoke on all of the upcoming exams, Police Captain Promotional Ceremony, and the announcement of a half credit fee waiver for Police Officers.

Mack discussed possible changes to the department's social media pages and the disconnect with what the Civil Service Commission is in relation to the City. He noted the nice quality of the page and how to increase followers to reflect the quality. The Commission and staff discussed ways that this disconnect could be addressed to still be in line with the branding but relate to the City. Mack and Conde offered that contracting a service to provide insight on this concept may be beneficial. Moeglin will put a scope together of what issues could be addressed and how to grow, which will be presented to the board for discussion at the next meeting.

The June 2023 meeting was moved from 8:30 am to 3:00 pm.

MISCELLANEOUS BUSINESS

There was no miscellaneous business.

ADJOURNMENT

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

CONDE – YES

MACK - YES

The meeting adjourned at 8:58 am.