



Civil Service Commission
Canton, Ohio

Regular Meeting Minutes

Time: 8:00 AM

Location: Canton Civil Service Conference Room

Date: August 16th, 2023

The meeting was called to order at 8:28 a.m. by Vice Chair Lee. The following individuals were present:

COMMISSION: Chip Conde
 Ralph Lee
 Edmond Mack

STAFF: Rachel Forchione
 Anna Moeglin
 Adamaris Cortes

OTHERS: Jim Adams, Health Commissioner
 Kelli Weir, Canton Repository

ROLL CALL

CONDE – PRESENT (Arrived late) LEE – PRESENT MACK –PRESENT

APPROVAL OF MINUTES

1. Approval of minutes for the 7-19-23 Commission Meeting

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

LEE – 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 Epidemiologist 1 for the Health Department on July 24, 2023
3. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator 3 (not for Street) for the City of Canton on July 26, 2023
4. Notification of the administrative establishment of the open eligibility list for the position of Civil Engineering Technician II for the Engineering Department on August 1, 2023
5. Notification of the administrative establishment of the open eligibility list for the position of Treatment Operator 3 for the Water Reclamation Facility on August 3, 2023
6. Notification of the administrative establishment of the open eligibility list for the position of Filter Operator for the Water Department on August 3, 2023
7. Notification of the administrative establishment of the open eligibility list for the position of Heavy Duty Auto Mechanic 3/EVT for the Fire Department on August 7, 2023
8. Notification of the administrative establishment of the open eligibility list for the position of OPHII Public Health Support Specialist for the Health Department on August 8, 2023
9. Notification of the administrative establishment of the closed eligibility list for the position of Engineer for the Engineering Department on August 11, 2023
10. Notification of the administrative establishment of the closed eligibility list for the position of Traffic Engineer for the Engineering Department on August 11, 2023
11. Notification of the administrative establishment of the closed eligibility list for the position of Engineering Assistant for the Engineering Department on August 11, 2023
12. Notification of the administrative establishment of the closed eligibility list for the position of Construction Manager for the Engineering Department on August 11, 2023
13. Notification of the administrative establishment of the closed eligibility list for the position of Senior Engineer for the Engineering Department on August 11, 2023
14. Notification of the administrative establishment of the closed eligibility list for the position of Senior Surveyor for the Engineering Department on August 11, 2023
15. Temporary Appointments

Forchione requested that the Commission not consider Agenda item 11 at this time, as the eligibility list needed revision.

Mack made a motion to accept the consent agenda items 2-10 and 12-15. Lee seconded the motion.

The motion passed with the following vote:

LEE – YES MACK – YES

PUBLIC SPEAKS

No one in attendance for Public Speaks.

NEW BUSINESS

16. Recognition of the revised job description for the position of Code Enforcement Officer I for the Building & Code Department

Forchione explained that the requirement was added that all applicants will be required to take a Code Officer General Knowledge Test to be eligible for hire. This is a practice already in place for both internal and external postings. The wording was also changed regarding the Property Maintenance Code Certificate per International Code Council to match what is in the contract. Candidates must obtain this certificate within 90 days of hire. Lee asked what would happen if they did not obtain it. Forchione stated that the employee would be terminated, unless the Appointing Authority requested an extension.

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 LEE – YES MACK – YES

17. Recognition of the revised job description for the position of Senior Code Enforcement Officer for the Building & Code Department

Forchione noted that the change being requested can be found under the Required Knowledge, Skills, and Abilities. The required certifications and time to acquire them were changed to an International Property Maintenance Code Certificate per I.C.C that must be obtained within 90 days after appointment.

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

18. Recognition of the revised job description for the position of Health Commissioner for the Health Department

Forchione stated that the proposed description was essentially a full re-write from the original version, and that there was substantially different verbiage throughout it. The most critical were changes listed under the Minimum Qualifications. Adams reviewed many of the changes, such as inclusion of the Key Competencies to be in line with local health department accreditation standards. Adams explained that the model for the description came from the Region Five Public Health Training Center Project. This project drafted suggestions for various public health department job descriptions. It is a senior management position that falls under Civil Service. Adams noted that there are not state requirements for the minimum qualifications of this position at the city level, but there are at the county level. The county requirements are what was used in the proposed description, specifically regarding the level of education needed. Mack emphasized the importance of this role falling under Civil Service purview and Adams echoed his thoughts.

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

LEE – YES

MACK – YES

16. Update on current marketing and recruitment initiatives

Moeglin reviewed the latest social media, marketing, and recruitment events, noting that a Police Recruitment ad and Community Health Equity Coordinator ad would be up and running on Facebook shortly. Moeglin and Forchione provided a brief overview of the status of the newest Police Officer eligibility list and the next application cycle. Moeglin also noted that the departments' new hire, Adamaris Cortes, and intern, Natalie Ruple, have started working on a new social media strategy with a fresh perspective. Lee asked Cortes where the opportunity for the department currently lies. Cortes stated that it is about the ease of finding information, as most people spend their time online. Communicating concise information will help to more directly put our jobs in front of people and encourage word of mouth knowledge. Moeglin discussed multiple upcoming events with both Police and Fire for recruitment efforts, including a joint photoshoot. After confirming that the department would be attending the Republic Steel Career Fair, Lee requested that effort be made to reach the workers prior to the event to engage with them sooner. Moeglin provided updates on the latest exams, tours the department had gone on in Engineering and the Law Department, and welcomed our new Recruitment & Marketing Specialist. She also gave results from the first Spotify ad the department ran for Police Recruitment and showed the Commission the newest recruitment safety forces promotional items.

MISCELLANEOUS BUSINESS

Forchione briefly noted that the department took over the responsibility of maintaining and updating the City's Classification Plan.

ADJOURNMENT

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

CONDE – YES

LEE – YES

MACK – YES

The meeting adjourned at 8:59 am.