



Civil Service Commission
Canton, Ohio

Regular Meeting Minutes

Time: 8:30 AM

Location: Canton Civil Service Conference Room

Date: September 20th, 2023

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

COMMISSION: Chip Conde
 Ralph Lee
 Edmond Mack

STAFF: Rachel Forchione
 Anna Moeglin
 Adamaris Cortes

OTHERS: John Highman, Service Director
 Andrea Perry, Safety Director
 Christina Skondras, Human Resources Director

ROLL CALL

CONDE – PRESENT

LEE – PRESENT

MACK –PRESENT

APPROVAL OF MINUTES

1. Approval of minutes for the 8-16-23 Commission Meeting

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

CONDE – YES

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 Police Officer for the Police Department on August 17, 2023
3. 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 August 18, 2023
4. Notification of the administrative establishment of the open eligibility list for the position of Civil Engineering Technician I for the Engineering Department on August 21, 2023
5. Notification of the administrative establishment of the open eligibility list for the position of Staff Nurse II for the Health Department on August 23, 2023
6. Notification of the administrative establishment of the open eligibility list for the position of EH Specialist in Training for the Health Department on August 25, 2023
7. Notification of the administrative establishment of the closed eligibility list for the position of GIS Coordinator for the Engineering Department on August 30, 2023
8. Notification of the administrative establishment of the closed eligibility list for the position of Engineering Assistant for the Engineering Department on August 30, 2023
9. 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 September 5, 2023
10. Notification of the administrative establishment of the closed eligibility list for the position of GIS Analyst I for the Engineering Department on September 6, 2023
11. Notification of the administrative establishment of the open and closed eligibility list for the position of Assistant Supervisor for the Collection Systems Department on September 11, 2023
12. Notification of the administrative establishment of the open eligibility list for the position of Community Health Equity Coordinator for the Health Department on September 11, 2023
13. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator 3 for the Street Department on September 13, 2023
14. Notification of the administrative establishment of the open eligibility list for the position of General Laborer for the City of Canton on September 14, 2023

15. 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, 2023

16. Temporary Appointments

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

CONDE – YES

LEE – YES

MACK – YES

PUBLIC SPEAKS

No one in attendance for Public Speaks.

NEW BUSINESS

17. Recognition of the new job description for the position of Training Coordinator for the Human Resources Department

Skondras explained that there had been a need to have centralized training for employees and for workplace safety matters. Lee asked about the salary and Skondras noted that the person will start in the \$70,000 range. After Lee reviewed the description, he asked for clarification regarding required experience with OSHA guidelines. Skondras stated that while the City does not follow OSHA directly, it is still a part of PERRP and workers compensation which is used by the City. Skondras explained that they would want this person to be familiar with OSHA, but there is not currently a plan to get them trained or certified. Lee recommended that they be trained or sent to receive it. Highman emphasized the importance of this position.

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

CONDE – YES

LEE – YES

MACK – YES

Forchione requested that agenda item # 18 be amended to “recognition of the new job description,” instead of revised.

Lee made a motion to approve the agenda change from revised to new. Conde seconded the motion. The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK – YES

18. Recognition of the new job description for the position of Dental Program Manager for the Health Department

Forchione stated that this position already exists as part-time and the department is creating a full-time position. The description is primarily the same with the only changes made to the minimum qualifications. Candidates must now have experience working in a dental office, public health department, or managing a program. The part-time position will be deleted from the classification plan after the current employee leaves, which will leave just the full-time position. After Conde inquired, Forchione made a note to check what the salary is for the new position.

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

CONDE – YES

LEE – YES

MACK – YES

19. Recognition of the revised job description for the position of Heavy-Duty Automotive Mechanic 3 for the Department of Motor Vehicles

Highman began by explaining the current challenges of recruiting for this position. There are currently two vacancies in the department. He went on the state that pay-wise, we are similar or above other public agencies and that there seems to be a shortage everywhere for mechanics. To find new candidates and reach new graduates, the minimum qualifications are being reduced to one year of experience or a recent graduate of automotive/diesel school. Lee discussed some of the challenges his company was also experiencing in related fields. Forchione noted that a future change would likely be to remove the 3 from the title as it is no longer relevant. She also suggested that reducing the minimum qualifications for the HD Auto Mechanic/Emergency Vehicle Technician position within the Fire Department would also be beneficial. Perry stated that she would work on this with the department.

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

MISCELLANEOUS BUSINESS

Perry spoke on a previous dispatcher that had left the department earlier this year, but would like to return to the department and be reinstated. Perry noted that they were a great dispatcher to have on board, and since the 1-year reinstatement period had not lapsed, they would like for them to be reinstated.

Lee made a motion to approve the reinstatement of Justin Miller contingent upon their passing a background check and a return to work physical. Conde seconded the motion. The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK – YES

20. Update on current marketing and recruitment initiatives

Moeglin reviewed the latest social media, marketing, and recruitment events, noting the multiple paid ads currently running and a planned local radio ad for mechanic recruitment. She also mentioned that ads are running on Spotify and Google ads for Police and Fire, with a report to follow at the next meeting reviewing the results. An update was provided on the current recruitment status for safety forces overall including a joint photoshoot, upcoming agility tests, and a grant awarded to Police for female and minority recruitment. Moeglin went on to provide detail on what events the department attended in the past month and what is coming up, including college fairs and community events. One of those events is a lunch and learn program with city departments at McKinley High School and Early College at Lehman. Moeglin also noted that she will be participating in the Leadership Stark County Spotlight Program for Young Professionals. Lee provided a suggestion for safety recruitment, specifically working with northeast Ohio colleges and speaking with athletic directors to recruit female and male student athletes. Perry stated that Sergeant Riley does currently recruit from colleges, high schools, and from military connections.

Forchione reviewed the results of the Firefighter Captain Promotional written exam and the next steps moving forward.

Lee mentioned as Civil Service works with them, that the Stark County Urban League hired a new director, Thomas West.

ADJOURNMENT

Mack 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 9:15 am.