



Civil Service Commission
Canton, Ohio

Regular Meeting Minutes

Time: 8:30 AM

Location: Canton Civil Service Conference Room

Date: October 18th, 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: Kevin L'Hommedieu, Chief Council
 Kelli Weir, Canton Repository

ROLL CALL

CONDE – PRESENT

LEE – ABSENT

MACK –PRESENT

APPROVAL OF MINUTES

1. Approval of minutes for the 9-20-23 Commission Meeting and the 10-5-23 Special 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 Waste Collector for the Sanitation Department on September 18, 2023
3. Notification of the administrative establishment of the open eligibility list for the position of Customer Service Clerk for the City of Canton on September 25, 2023
4. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator 3 for the Street Department on September 26, 2023
5. Notification of the administrative establishment of the open eligibility list for the position of Health Commissioner for the Health Department on October 3, 2023
6. Notification of the administrative establishment of the open eligibility list for the position of Heavy Duty Automotive Mechanic 3 for the Department of Motor Vehicles on October 3, 2023
7. Notification of the administrative establishment of the open eligibility list for the position of Heavy Duty Automotive Mechanic 3/Emergency Vehicle Technician for the Fire Department on October 4, 2023
8. Notification of the administrative establishment of the open eligibility list for the position of Custodian for the Canton City School District on October 5, 2023
9. Notification of the administrative establishment of the open eligibility list for the position of Disease Intervention Specialist for the Health Department on October 6, 2023
10. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator 2 for the City of Canton on October 6, 2023
11. Notification of the administrative establishment of the closed eligibility list for the position of Dental Program Manager for the Health Department on October 9, 2023
12. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator 3 (not for Street Dept.) on October 9, 2023
13. 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

14. Consideration of probationary period extension for Police Department personnel

Forchione reviewed the letter provided by Director Perry requesting the extension of the probationary period for five cadets. Per the request, their training has progressed well, but due to their attendance of the Police Academy, management would like to allow for more time for the cadets to be evaluated. Their probationary period ends on 11/10/23; it was requested to extend the probation period an additional two months to 1/10/24. Forchione went on to add that in past years, many applicants came in with academy certification. In recent hiring periods, most candidates no longer have the certification and must be sent to obtain it. The academy only has start times twice a year, which affect how quickly the department can send cadets through the training. L’Hommedieu requested that a copy of the union and employee MOU be provided to the Civil Service department.

Conde made a motion to extend the probationary period for all personnel as listed. Mack seconded the motion. The motion passed with the following vote:

CONDE – YES

MACK – YES

15. Update on current marketing and recruitment initiatives

Moeglin reviewed the latest social media, marketing, and recruitment events. She noted that a paid ad is currently running for Cafeteria Cook for the school district. Moeglin provided detail on what events the department attended in the past month and what is coming up, including college fairs and community events. She also discussed upcoming testing, including entry level physical exams for Police and Fire and the promotional exam for Fire Captain. Forchione added that Civil Service is also assisting in the interview process for Health Commissioner. Tatarksy inquired if the City has any programs to train and hire felons. Forchione explained that there is no training program within the City, but the City adheres to “ban the box” efforts. Excluding safety departments and the school district, no other department limits felons from applying; the City is a “second chance city.” There is not a question on the application about felony convictions. It is only addressed after a conditional offer is made and the background check is conducted. L’Hommedieu mentioned that the decision to remove questions regarding criminal history and adjust the rules accordingly was made about 15 years ago to allow for equal opportunities for all applicants.

16. 2024 Commission Meeting Schedule

Forchione stated that the schedule will remain consistent by setting the meetings on the 3rd Wednesday of the month. The June meeting was moved a week earlier to accommodate Juneteenth. Conde and Mack both confirmed that 8:30 am on Wednesdays still work. Forchione noted that Conde is up for re-appointment in the new year, as his term ends December 2023.

EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTER

Mack made a motion to enter into executive session at 8:43 am. Conde seconded the motion. The motion passed with the following vote:

CONDE – YES MACK – YES

Conde made a motion to exit executive session at 8:54 am. Mack seconded the motion. The motion passed with the following vote:

CONDE – YES MACK – YES

Forchione requested a motion to authorize the Civil Service Director to enter into an agreement to extend the probationary period for the Recruitment and Marketing Specialist, Adamaris Cortes, for an additional 90 days from the end of her probationary period, to now end January 28th, 2024.

Conde made a motion to extend the probationary period for the Recruitment and Marketing Specialist as stated. Mack seconded the motion. The motion passed with the following vote:

CONDE – YES MACK – YES

MISCELLANEOUS BUSINESS

17. Discussion on proposed Civil Service Rule changes

Forchione requested four changes be made to the Civil Service Rules. The first change was the addition of the “State of Ohio” for the bonus certifications for the Fire Department. This change is to reflect current practices that bonus credit only be granted to firefighter applicants who are certified through the State of Ohio. Secondly, it was requested that the language regarding Fire Department promotional exam review criteria be changed to be consistent with the state. The department would like to change “clerical error” to “grading error” to more clearly define what content can be appealed. Thirdly, the maximum age limit for police and fire was adjusted to age 40 by City Council earlier this year; this change needs to be updated in the rules. Lastly, the department would like to formally state 90 days as the probationary period for all original and promotional appointments, but with the current exemptions to remain in place. L’Hommedieu noted that with the Commission’s approval, the proposed changes must be posted for a minimum of 7 days and will be voted on at the next meeting.

ADJOURNMENT

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

CONDE – YES MACK – YES
The meeting adjourned at 8:59 am.