

CANTON CIVIL SERVICE COMMISSION

REGULAR MEETING

WEDNESDAY, APRIL 20, 2022 – 8:00 A.M.

CANTON CITY COUNCIL CHAMBERS, FIRST FLOOR

The meeting was called to order at 8:01 a.m. by Forchione. The following individuals were present:

COMMISSION: Chip Conde
 Ralph Lee
 Mariella Mestel

STAFF: Rachel Forchione
 Anna Moeglin

OTHERS: James Adams, Health Commissioner
 Andrea Perry, Safety Director
 Christina Skondras, Human Resources Director
 Kevin L’Hommedieu, Assistant Law Director

ROLL CALL

CONDE - PRESENT

LEE - PRESENT

MACK – ABSENT

APPROVAL OF MINUTES

1. Approval of the minutes for the 3-16-22 and 4-11-22 Commission Meetings

Lee made a motion to approve the minutes. Conde seconded the motion.

The motion passed with the following vote:

CONDE – YES

LEE – 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 Plumbing Inspector for the Building & Code Enforcement Department on March 15, 2022
3. Notification of the administrative establishment of the open eligibility list for the position of Treatment Operator 3 for the Water Reclamation Facility on March 17, 2022
4. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator 3 for the Water Department on March 21, 2022
5. Notification of the administrative establishment of the open eligibility list for the position of Custodian for the Board of Education on March 23, 2022
6. Notification of the administrative establishment of the open eligibility list for the position of PC & Network Specialist (Tech III) for the Board of Education on March 24, 2022
7. Notification of the administrative establishment of the open eligibility list for the position of Early Intervention Specialist Navigator for the Health Department on April 1, 2022
8. Notification of the administrative establishment of the open eligibility list for the position of Building Inspector for the Building & Code Enforcement Department on April 1, 2022
9. Notification of the administrative establishment of the closed eligibility list for the position of Chief Operator for the Water Reclamation Facility on April 1, 2022
10. Notification of the administrative establishment of the open eligibility list for the position of Telecommunicator for the Communications Department on April 4, 2022
11. Notification of the administrative establishment of the open eligibility list for the position of Laboratory Technician I for the Health Department on April 4, 2022
12. Notification of the administrative establishment of the open eligibility list for the position of Assistant Director of Community Development for the Community Development Department on April 8, 2022

13. Notification of the administrative establishment of the closed eligibility list for the position of Police Captain for the Police Department on April 12, 2022
14. Temporary Appointments

Conde made a motion to accept the consent agenda. Lee seconded the motion.

The motion passed with the following vote:

CONDE – YES

LEE – YES

PUBLIC SPEAKS

No one signed up for Public Speaks.

NEW BUSINESS

15. Recognition of the revised job description for the position of Human Resources Generalist for the Human Resources Department

Skondras explained that the revisions for this job description included adding certain duties to the Minimum Qualifications section to help narrow down the qualifications needed for this position.

Lee requested that the very first line in the General Statement of Duties section be deleted as this position was not an administrative one, as stated in that sentence.

Lee made a motion to approve the revised job description for Human Resources Generalist, subject to the removal of the first line in the General Statement of Duties section. Conde seconded the motion.

The motion passed with the following vote:

CONDE – YES

LEE – YES

Agenda items #16-23 were grouped together for purposes of review and discussion.

16. Recognition of the revised job description for the position of Director of Nursing for the Health Department

17. Recognition of the revised job description for the position of Early Intervention Specialist (EIS) Navigator for the Health Department
18. Recognition of the revised job description for the position of Health Services Coordinator for the Health Department
19. Recognition of the revised job description for the position of THRIVE Project Director for the Health Department
20. Recognition of the revised job description for the position of Pathways HUB Manager for the Health Department
21. Recognition of the revised job description for the position of WIC Dietitian III for the Health Department
22. Recognition of the revised job description for the position of Environmental Health Specialist (Health Inspector III) for the Health Department
23. Recognition of the revised job description for the position of Office Manager, Environmental Health for the Health Department

Adams gave a brief overview of the proposed changes for each description, particularly as they pertained to minimum qualifications and job duties. He noted that all incumbent staff members currently meet any revisions made to the minimum qualifications.

Lee suggested modifying the Minimum Qualifications for the THRIVE Project Director position to expand the opportunity for someone not holding a Master's degree yet having the necessary experience to be eligible for the position. Adams agreed to the requested revision to remove the Master's degree requirement and instead allow people holding a Bachelor's degree in a related field to be eligible for the position, provided they also have four years of related experience as presently noted in the description.

Conde made a motion to approve the revised job descriptions listed under agenda items #16-23, subject to the revision for the THRIVE Project Director position as discussed. Lee seconded the motion.

The motion passed with the following vote:

CONDE – YES

LEE – YES

24. Update on recent marketing and recruitment initiatives, and upcoming examinations

Moeglin discussed recent job advertising statistics and recruitment activities, including a recent career fair at GlenOak High School, an upcoming career fair at McKinley High School, a recent government jobs career fair at Kent State University, an upcoming CDL on-campus booth at Stark State, and participation in Canton's downtown Green Living Festival. The application opening date for both Police and Fire was announced as May 23rd. Lee suggested contacting WHBC to do a public service announcement for it. He also recommended contacting the Chamber of Commerce to see if they would be willing to highlight it in some way. The suggestion was also made to do some social media posts about "why Canton?" in general as there are so many positive things to showcase about it.

MISCELLANEOUS BUSINESS

Perry gave a brief explanation about two employee reinstatements that she was requesting on behalf of the Police and Communications Departments. Per Civil Service Rules, former employees are eligible to be reinstated if they return to work within one year of their resignation. She requested that Ashley Taylor-Griffis be reinstated to the position of Telecommunicator and that Richard Abatangelo be reinstated to the position of Police Officer.

Lee made a motion to approve the reinstatement of the two former employees as requested. Conde seconded the motion.

The motion passed with the following vote:

CONDE – YES LEE – YES

ADJOURNMENT

Conde made a motion to adjourn the meeting. Lee seconded the motion.

The motion passed with the following vote:

CONDE – YES LEE – YES

The meeting adjourned at 8:52 a.m.