

CANTON CIVIL SERVICE COMMISSION

REGULAR MEETING

WEDNESDAY, MAY 18, 2022 – 8:00 A.M.

CANTON CITY COUNCIL CHAMBERS, FIRST FLOOR

The meeting was called to order at 8:00 a.m. by Sliman. The following individuals were present:

COMMISSION: Chip Conde
 Ralph Lee
 Edmond Mack
 Mariella Mestel

STAFF: Samuel Sliman
 Rachel Forchione
 Anna Moeglin

OTHERS: John Highman, Service Director

ROLL CALL

CONDE - PRESENT

LEE - PRESENT

MACK – PRESENT

APPROVAL OF MINUTES

1. Approval of the minutes for the 4-20-22 and 5-4-22 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

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 Telecommunicator for the Communications Department on April 4, 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 April 20, 2022
4. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator 3 for the City of Canton on April 25, 2022
5. Notification of the administrative establishment of the open eligibility list for the position of Air Pollution Control Engineer for the Health Department on April 25, 2022
6. Notification of the administrative establishment of the open eligibility list for the position of Tax Auditor/Collector I for the City of Canton on May 2, 2022
7. Notification of the administrative establishment of the open eligibility list for the position of Building Inspector for the Building & Code Enforcement Department on May 3, 2022
8. Notification of the administrative establishment of the open eligibility list for the position of Sanitary Sewer Engineer for the Collection Systems Department on May 10, 2022
9. Notification of the administrative establishment of the open eligibility list for the position of Treatment Operator 3 for the Water Reclamation Facility on May 11, 2022
10. 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

MACK - YES

PUBLIC SPEAKS

No one signed up for Public Speaks.

NEW BUSINESS

- 11. Recognition of the revised job description for the position of Air Pollution Control Engineering Technician I for the Health Department

Forchione gave a brief overview of the changes, noting that they were mostly just bringing the job duties into compliance with current activities.

Conde made a motion to approve the revised job description for Air Pollution Control Engineering Technician I. Lee seconded the motion.

The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK - YES

- 12. Recognition of the new job description for the position of Assistant Superintendent of Building Maintenance for the Building Maintenance Department

Highman gave an overview of the new position, noting that it was largely being proposed to aid in succession planning efforts for the current Superintendent. He noted that the new position is on Council’s Monday agenda to be approved for creation.

Conde made a motion to approve the new job description for the Assistant Superintendent of Building Maintenance, contingent upon Council’s approval of the new position being created. Lee seconded the motion.

The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK - YES

- 13. Recognition of the new job description for the position of Chief Deputy City Engineer for the Engineering Department

Highman gave an overview of the new position, noting that it was being proposed as there are currently three Assistant City Engineers, none of which are positions that are technically the same as an assistant department head. This position, which is on Council’s Monday agenda for approval of its creation, would likely result in the promotion of one of the three Assistant City Engineer’s. The department would then analyze and redistribute the job functions of each so that the vacated position would likely not need to be filled.

Conde made a motion to approve the new job description for the Chief Deputy Civil Engineer, contingent upon Council’s approval of the new position being created. Lee seconded the motion.

The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK - YES

- 14. Recognition of the revised job description for the position of Industrial Meter Inspector 2 for the Water/Utility Billing Department

Highman gave a brief overview of the changes, noting that most of the changes were due to evolving technology and the subsequent duties of this position.

Lee made a motion to approve the revised job description for Industrial Meter Inspector 2. Conde seconded the motion.

The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK - YES

- 15. 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 McKinley High School. She also mentioned staff’s attendance at upcoming First Friday events and a Stark County Library career fair. A career-readiness training session is also being planned at the library.

Lee and Conde inquired about the utilization of interns for part-time positions. Forchione and Moeglin noted that this was something that was currently in discussion with HR, as part-time positions fall under their purview, but that they would reach out to the contact persons offered by the Commission members to initiate that collaboration with external organizations.

EXECUTIVE SESSION

Conde made a motion to enter into Executive Session at 8:55 a.m. to discuss a personnel matter.

The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK - YES

Mack made a motion to exit Executive Session at 9:00 a.m. Conde seconded the motion.

The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK - YES

Conde made a motion to provide Anna Moeglin with a 3% merit-based raise, effective June 4, 2022. Lee seconded the motion.

The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK - YES

MISCELLANEOUS BUSINESS

There was no Miscellaneous Business.

ADJOURNMENT

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

The motion passed with the following vote:

CONDE – YES

LEE – YES

MACK - YES

The meeting adjourned at 9:05 a.m.