



Civil Service Commission
Canton, Ohio

Regular Meeting Minutes

Time: 8:30 AM

Location: Canton City Hall, Council Chambers

Date: March 15, 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

STAFF: Rachel Forchione
 Anna Moeglin

OTHERS: Kevin L'Hommedieu, Chief Counsel

ROLL CALL

CONDE – PRESENT

LEE – PRESENT

MACK – ABSENT

APPROVAL OF MINUTES

1. Approval of the minutes for the 1-25-23 and 2-17-23 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 Environmental Health Specialist in Training (PT) for the Health Department on January 18, 2023
3. Notification of the administrative establishment of the open eligibility list for the position of EH Public Health Technician (PT) for the Health Department on January 18, 2023
4. Notification of the administrative establishment of the open eligibility list for the position of General Labor for the City of Canton on January 20, 2023
5. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator 2 for the City of Canton on January 23, 2023
6. Notification of the administrative establishment of the open eligibility list for the position of Computer Electronic Technician IV for the Engineering Department on January 23, 2023
7. Notification of the administrative establishment of the open eligibility list for the position of Clerical for the City of Canton on January 30, 2023
8. Notification of the administrative establishment of the open eligibility list for the position of Waste Collector for the Sanitation Department on January 31, 2023
9. Notification of the administrative establishment of the open eligibility list for the position of Custodian for the Board of Education on February 2, 2023
10. Notification of the administrative establishment of the open eligibility list for the position of Staff Nurse II for the Health Department on February 7, 2023
11. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator 3 (not for Streets Dept) for the City of Canton on February 8, 2023
12. Notification of the administrative establishment of the open eligibility list for the position of Treatment Operator 3 for the Water Reclamation Facility on February 9, 2023
13. Notification of the administrative establishment of the open eligibility list for the position of APC Engineer for the Health Department on February 28, 2023
14. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator 3 (not for Streets Dept) for the City of Canton on March 1, 2023
15. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator 3 for the Streets Department on March 3, 2023
16. Notification of the administrative establishment of the open eligibility list for the position of APC Engineering Technician I for the Health Department on March 6, 2023

17. Notification of the administrative establishment of the open eligibility list for the position of Treatment Operator 3 for the Water Reclamation Facility on March 6, 2023
18. Notification of the administrative establishment of the open eligibility list for the position of Utility Operator 2 for the City of Canton on March 7, 2023
19. Notification of the administrative establishment of the open eligibility list for the position of Civil Service Assistant Director for the Civil Service Department on March 8, 2023
20. Notification of the administrative establishment of the open eligibility list for the position of Telecommunicator for the Communications Department on March 9, 2023
21. 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 in attendance for Public Speaks.

NEW BUSINESS

22. Recognition of the new job description for the position of Community Resource Connector for the Health Department

Forchione gave a brief overview of the job description, noting that this would be a full-time position that would be replacing the Health Department’s Neighborhood Navigator position. Lee inquired how this position would track its success with lowering the death rate for infants, which has reported in the news recently as being especially high for black women. Forchione did not know how that would be monitored, but will forward the question to the Health Department.

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

23. Discussion on proposed Civil Service rule change regarding eligibility list removal

L’Hommedieu and Forchione explained that the current Rules has a set list of reasons for why a candidate can be removed; however, there have been other instances where removal was needed yet there was nothing in the Rules that covered those situations. Examples given were when candidates do not respond to attempts for interviews, or when candidates are no longer interested in the position for various reasons. With the Commission’s approval, L’Hommedieu and Forchione agreed to draft up a proposed Rule change that would cover these situations and bring it back to the Board for review and approval next month.

24. Update on current marketing and recruitment efforts

Moeglin gave an update on current statistics involving social media and hiring efforts. She also outlined several recruiting events that the department has attended recently, and would be attending in the next month. She also highlighted the upcoming Police Department’s promotional exam for the position of Lieutenant. Forchione briefly discussed a new testing software program that the department was looking into.

EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTER (SELECTION OF CIVIL SERVICE ASSISTANT DIRECTOR)

Conde made a motion to enter Executive Session at 8:51 a.m. to discuss personnel matters. Lee seconded the motion. The motion passed with the following roll call vote:

CONDE – YES LEE - YES

Conde made a motion to exit Executive Session at 10:44 a.m. Lee seconded the motion. The motion passed with the following vote:

CONDE – YES LEE - YES

Conde then made a motion to recess and reconvene at 12:00 p.m. on the 3rd floor of City Hall in the Civil Service conference room. Lee seconded the motion. The motion passed with the following vote:

CONDE – YES LEE - YES

At 12:15 p.m., the Commission went back on record in the Civil Service conference room. Conde made a motion to enter Executive Session at 12:16 p.m. to continue discussion on the earlier personnel matter. Lee seconded the motion. The motion passed with the following roll call vote:

CONDE – YES LEE – YES

Conde made a motion to exit Executive Session at 1:03 p.m. Lee seconded the motion. The motion passed with the following roll call vote:

CONDE – YES

LEE - YES

MISCELLANEOUS BUSINESS

25. Discussion on candidate selection for Civil Service Assistant Director position

Conde explained that after lengthy review and discussion on the top four candidates interviewed today, the Board came to a unanimous decision on their selection of the person to fill the vacant Assistant Director role.

Conde made a motion to hire Anna Moeglin at the annual salary of \$62,000 per year, effective today. Lee seconded the motion. The motion passed with the following vote:

CONDE – YES

LEE - YES

ADJOURNMENT

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

CONDE – YES

LEE - YES

The meeting adjourned at 1:08 p.m.