



Civil Service Commission  
Canton, Ohio

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## Regular Meeting Minutes

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Time: 8:30 AM

Location: Canton Civil Service Conference Room

Date: May 17th, 2023

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The meeting was called to order at 8:35 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 Counsel  
                                          Andrea Perry, Safety Director  
                                          James Adams, Health Commissioner  
                                          Amanda Archer, Health Department

### **ROLL CALL**

CONDE – PRESENT

LEE – ABSENT

MACK – PRESENT

### **APPROVAL OF MINUTES**

1. Approval of minutes for the 4-19-23 Commission 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 Heavy Duty Automotive Mechanic for the Department of Motor Vehicles on April 14, 2023
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 18, 2023
4. Notification of the administrative establishment of the open eligibility list for the position of Community Resource Connector for the Health Department on April 25, 2023
5. Notification of the administrative establishment of the open eligibility list for the position of Firefighter/Paramedic for the Fire Department on April 26, 2023
6. Notification of the administrative establishment of the closed eligibility list for the position of Fiscal Manager for the Fire Department on May 8, 2023
7. Notification of the administrative establishment of the open eligibility list for the position of Recruitment & Hiring Specialist for the Civil Service Department on May 8, 2023
8. Notification of the administrative establishment of the open eligibility list for the position of Police Officer for the Police Department on May 10, 2023
9. Notification of the administrative establishment of the open eligibility list for the position of Fair Housing Investigator for the Community Development Department on May 12, 2023
10. Temporary Appointments

Conde made a motion to accept the consent agenda. Mack 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**

11. Recognition of the new job description for the position of Community Engagement Specialist for the Health Department

Commissioner Adams gave a brief overview of the need for this role to help maintain order in regards to community events and relationships. Archer added that since the pandemic, the Health Department has grown in their community engagement efforts and has a greater need for this

position. It will allow for more flexibility than previous grant-funded positions. Forchione also confirmed that this job is replacing the Community Health Educator position. Conde asked if this position was part of the consultant compensation study from earlier in the year. Adams noted that it is not related.

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

CONDE – YES                      MACK - YES

12. Recognition of the revised job description for the position of OPHII Public Health Support Specialist for the Health Department

Archer spoke on the need for this role due to the fact that the OPHII Department has grown over the past few years and has a need for an administrative role. This position was previously filled, but the work was targeted towards Covid-19, infectious disease, and emergency preparedness. The changes were made to make the role broader in its responsibilities.

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                      MACK - YES

13. Recognition of the revised job description for the position of Fair Housing Investigator for the Community Development Department

Forchione explained that the updates made were to revise the minimum qualifications to be more in line with the qualifications for the manager role. Currently the qualifications exceeded the minimum requirements for the Fair Housing Manager position.

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                      MACK - YES

14. Recognition of the revised job description for the position of Maintenance Specialist for the Water Department

Forchione stated that the only update to the description is changing the Class A requirement to a Class B CDL.

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

MACK - YES

15. Recognition of the revised job description for the position of Recruitment & Hiring Specialist for the Civil Service Department

Forchione provided an overview of the previous job posting for this role and the fact that the department was not able to move forward with any candidate. The description was revised to emphasize that the job is entry level. Other changes included increasing the minimum qualifications to include graphic design experience and broadening the accepted college degree fields to include Marketing and Communications. Conde asked about updating the job title to reflect the new job requirements. The Commission decided to use Recruitment & Marketing Specialist as the new title. Mack asked if there would be any benefit to detailing specific graphic design programs. After some discussion, it was determined to not list any specific programs in the description, but to possibly list them in the supplemental questions. Moeglin also added that the department can request sample portfolios from candidates.

Conde made a motion to approve the revised job description with the additional revision to the title. Mack seconded the motion. The motion passed with the following vote:

CONDE – YES

MACK - YES

16. Consideration of probationary period extension for Health Department personnel

Adams provided insight into the situation regarding extending the probationary period for a new employee who is set to take unpaid leave for 11 days. The Health Commission suggested extending the employee's probationary period by 11 days to make up for the absent time and training.

Conde made a motion to extend the probationary period. Mack seconded the motion. The motion passed with the following vote:

CONDE – YES

MACK - YES

17. Consideration of probationary period extension for Police Department personnel

Director Perry provided an overview of the different reasons for needing to extend the probationary periods. The first group is for four cadets who have not completed the necessary training for the department due to the Police Academy start dates. Their probationary period would be extended by six months. The next cadet was activated for military service prior to completing the Police Academy and training. Having now returned, the cadet would need their probationary period extended by one year. The final cadet has not met the standards to complete

their probationary period and would need it extended by three months in order for the department to further evaluate the employee.

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

CONDE – YES

MACK - YES

18. Update on current marketing and recruitment initiatives

Moeglin reviewed the latest social media, marketing, and recruitment events, as well as an upcoming collaboration with Mentor Stark. She also spoke on the Police Lieutenant and Sergeant Promotional Ceremony, the introduction of an unpaid graphic design intern in the Civil Service office, and an update on the testing platform E-Skill. The department will be moving forward with this program once another staff member is brought on board. The program will allow tests to be written and given online, and will be of no cost to testers.

**MISCELLANEOUS BUSINESS**

There was no miscellaneous business.

**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 9:04 am.