



# METROPOLITAN CIVIL SERVICE COMMISSION

## MINUTES

**Date:** January 12, 2021

**Time:** 8:30 a.m.

**Place:** This meeting took place via teleconference and was broadcast through the Metro Nashville Network, (MNN), on the MNN2 live stream at ([stream.nashville.gov](http://stream.nashville.gov))

**MEMBERS:** William H. Farmer, R. Steve Corbitt, D. Billye Sanders, Jo Ann North, and Ethan Link

**OTHER MEMBERS:** Shannon B. Hall, Human Resources Director; Nicki Eke, Metro Legal Department Attorney

**Announcement of Appeals Process:** Metropolitan Code of Laws 2.68.030

Chairman Farmer called the meeting to order and informed everyone that if they could not be seen that they would have to introduce themselves before they speak. Chairman Farmer then notified the Commissioners that there will need to be a vote to deem the electronic meeting necessary to conduct essential business in light of the COVID-19 outbreak. Roll was called and Commissioners Corbitt, Sanders, North and Link each voted to conduct the meeting electronically.

Commissioner Corbitt made a motion to approve the December 08, 2020 Civil Service Commission meeting minutes. Commissioner North seconded, and the Commission approved without objection. Chairman Farmer acknowledged the following union representatives in attendance: Mark Young (IAFF Local140), James Smallwood (FOP), and Maura Lee Albert (SEIU).

|                                    |               |
|------------------------------------|---------------|
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**(B) APPOINTMENTS**

| <u>NAME</u>   | <u>CLASSIFICATION</u>          | <u>TYPE</u>                  | <u>DATE</u> |
|---|--------------------------------|------------------------------|-------------|
| <b>Codes Administration</b>   |                                |                              |             |
| Deaton, Vernon L Jr   | Electrical Inspector 1         | New Hire                     | 12/21/2020  |
| Buffar, Alicia L.   | Office Support Rep Sr          | Re-hire                      | 12/14/2020  |
| Holtmann, Ashley M  | Office Support Rep Sr          | New Hire                     | 12/14/2020  |
| <b>Finance</b>  |                                |                              |             |
| Franklin, Ernest B  | Management & Budget Analyst 2  | New Hire                     | 11/30/2020  |
| Hoffmann, Sebastian   | Management & Budget Analyst 2  | New Hire                     | 11/30/2020  |
| Inman, Laurie A   | Management & Budget Analyst 2  | New Hire                     | 11/30/2020  |
| Bynum, Marlon D   | Procurement Officer 2          | New Hire                     | 11/30/2020  |
| Stewart, John R   | Procurement Officer 2          | New Hire                     | 11/30/2020  |
| <b>Fire</b>   |                                |                              |             |
| Donegan, Ian Gray   | Emerg Medical Tech 1           | New Hire                     | 12/01/2020  |
| Edwards, Blake Harrison   | Emerg Medical Tech 1           | New Hire                     | 12/01/2020  |
| Ingram, Edgar D III   | Emerg Medical Tech 1           | New Hire                     | 12/01/2020  |
| Johnston, Erica Grace   | Emerg Medical Tech 1           | New Hire                     | 12/01/2020  |
| Pool, Jada Cheyenne   | Emerg Medical Tech 1           | New Hire                     | 12/01/2020  |
| Rutledge, John Mack   | Emerg Medical Tech 1           | New Hire                     | 12/01/2020  |
| Beard, Dustin   | Paramedic 1                    | New Hire                     | 12/01/2020  |
| Jones, Gerald D   | Paramedic 1                    | New Hire                     | 12/01/2020  |
| <b>Police</b>   |                                |                              |             |
| Cannella, William Gregory Jr  | Crime Lab Forensic Scientist 1 | New Hire                     | 12/16/2020  |
| Drake, John C.  | Police Chief                   | Promotion                    | 11/30/2020  |
| <b>Public Works</b>   |                                |                              |             |
| Simpson, Henry IV   | Equipment Operator             | Promotion                    | 12/14/2020  |
| Felts, Zachary D  | Equipment Operator Senior      | Promotion                    | 12/14/2020  |
| Hughes, Hayden K  | Equipment Operator Senior      | Promotion                    | 12/14/2020  |
| Johns, Joshua W   | Equipment Operator Senior      | Promotion                    | 12/14/2020  |
| Morris, Tyler L.  | Equipment Operator Senior      | Promotion                    | 12/14/2020  |
| Woodall, David A.   | Equipment Operator Senior      | Promotion                    | 12/14/2020  |
| <b>Sheriff</b>  |                                |                              |             |
| *Austin, Eric Steven  | Correctional Officer 1         | Class Change                 | 11/20/2020  |
| *Bustard, Jared Walker  | Correctional Officer 1         | Class Change                 | 11/20/2020  |
| ^Davis, James   | Correctional Officer 1         | Voluntary Reduction in Grade | 11/27/2020  |
| *Douglas, Paul  | Correctional Officer 1         | Class Change                 | 11/20/2020  |
| *Gernert, Cameron John  | Correctional Officer 1         | Class Change                 | 11/20/2020  |
| *Irwin, Mike Allen  | Correctional Officer 1         | Class Change                 | 11/20/2020  |
| *MacDonald, Corey Dedrick   | Correctional Officer 1         | Class Change                 | 11/20/2020  |
| *Manning, Damien Treyvonne  | Correctional Officer 1         | Class Change                 | 11/20/2020  |
| *Morales, Jorge Ivan  | Correctional Officer 1         | Class Change                 | 11/20/2020  |
| *Shannon, Satrina Sherrelle   | Correctional Officer 1         | Class Change                 | 11/20/2020  |
| *Stafford, Tyler Blake  | Correctional Officer 1         | Class Change                 | 11/20/2020  |
| *Taylor, Cheyenne Aiyana  | Correctional Officer 1         | Class Change                 | 11/20/2020  |
| *Class change from Correctional Officer Trainee to Correctional Officer 1           |                                |                              |             |
| ^Voluntary reduction in grade from Correctional Officer 2 to Correctional Officer 1 |                                |                              |             |

**Water Services**

|                       |                             |                                  |            |
|-----------------------|-----------------------------|----------------------------------|------------|
| Cavin, Cullen E III   | Engineer 3                  | Promotion                        | 12/12/2020 |
| Ward, Amanda L        | Office Support Rep Sr       | New Hire                         | 11/28/2020 |
| Smith-Dumas, Angela B | Office Support Spec 2       | Re-hire                          | 12/12/2020 |
| Walmsley, Katherine J | Office Support Spec 2       | New Hire                         | 11/28/2020 |
| Adams, Anthony L      | Treatment Plant Tech 1      | New Hire                         | 12/12/2020 |
| Davis, Tamarez J      | Treatment Plant Tech 1      | Promotion                        | 11/28/2020 |
| Fearn, Timothy D      | Treatment Plant Tech 1      | New Hire                         | 12/12/2020 |
| Long, Christopher M   | Treatment Plant Tech 1      | New Hire                         | 12/12/2020 |
| *Lyle, James Dylan    | Treatment Plant Tech 1      | Department transfer/Class change | 12/12/2020 |
| Ray, Wesley R         | Treatment Plant Tech 1      | New Hire                         | 12/12/2020 |
| ^Moshier, James D.    | Utility Compliance Insp 1   | Re-Classification                | 11/28/2020 |
| Davis, Kenneth C      | Utility Engineer Technician | New Hire                         | 12/12/2020 |
| Brown, Marcos D       | Utility Equipment Operator  | New Hire                         | 11/28/2020 |

\*Department transfer from Police (Police Operations Asst Sr, ST 6) to Water (Treatment Plant Tech 1, TG8)

^Reclassification from Office Support Rep 2, ST8 to Utility Compliance Inspector 1, ST8 due a position audit

**MOTION: After some discussion, Commissioner North moved for approval of the Appointments as listed. Commissioner Sanders seconded, and the Commission approved without objection.**

**(C) TERMINATIONS/PENSIONS**

| <u>NAME</u>               | <u>CLASSIFICATION</u>          | <u>TYPE</u> | <u>DEPARTMENT</u> | <u>DATE</u> |
|---------------------------|--------------------------------|-------------|-------------------|-------------|
| Mayhorn, Tierra N         | Emer Telecommunications Off 2  | Resignation | DEC               | 12/14/2020  |
| White, Harry E III        | Fire Captain                   | Retirement  | Fire              | 11/27/2020  |
| Tatum, Brennen L          | Fire Fighter 2                 | Resignation | Fire              | 12/10/2020  |
| Baggett, Samantha Lynn    | Information Sys Oper Tech 1    | Resignation | ITS               | 12/08/2020  |
| Scott, Brenda G           | Probation Officer 2            | Retirement  | Juvenile Court    | 12/18/2020  |
| Dickson, Jonathan W       | Bldg & Grnds Electrician       | Resignation | Parks             | 11/19/2020  |
| Raines, Barry L.          | Maintenance & Repair Leader    | Retirement  | Parks             | 12/11/2020  |
| Zirker, Thomas A          | Maintenance & Repair Worker Se | Retirement  | Parks             | 12/11/2020  |
| Khamken, Malynna T        | Program Coord                  | Resignation | Parks             | 12/04/2020  |
| Pruitt, Charles J.        | Recreation Leader              | Retirement  | Parks             | 11/21/2020  |
| Lewis, Lethia T           | Admin Asst                     | Retirement  | Police            | 12/04/2020  |
| Black, Walker T           | Crime Lab Evid Recv Tech       | Resignation | Police            | 12/04/2020  |
| Reinbold, Jason M.        | Police Captain                 | Retirement  | Police            | 11/28/2020  |
| Duquette, Trevor R        | Police Officer 1               | Resignation | Police            | 12/04/2020  |
| Masessa, Emily Catherine  | Police Officer 1               | Resignation | Police            | 12/10/2020  |
| Brown, James K.           | Police Officer 2               | Retirement  | Police            | 12/11/2020  |
| Miller, Thomas J          | Police Officer 2               | Resignation | Police            | 12/04/2020  |
| Scott, Dexter G           | Circulation Assistant          | Resignation | Public Library    | 12/03/2020  |
| Meyer, Jessica M          | Librarian 1                    | Resignation | Public Library    | 12/03/2020  |
| Adler, Elyse R.           | Library Svcs Asst Dir          | Retirement  | Public Library    | 12/04/2020  |
| Gaddes, Demeitric L       | Maintenance & Repair Worker    | Resignation | Public Works      | 12/01/2020  |
| Woods, Brandan D          | Maintenance & Repair Worker    | Resignation | Public Works      | 12/16/2020  |
| Britt, Tredarius M        | Sanitation Worker              | Resignation | Public Works      | 11/17/2020  |
| Morton, Derick L          | Sanitation Worker              | Resignation | Public Works      | 11/30/2020  |
| Smith, Yusif R            | Sanitation Worker              | Resignation | Public Works      | 12/04/2020  |
| Patrice, Shaquille        | Correctional Officer 1         | Dismissal   | Sheriff           | 12/04/2020  |
| Sawyer, Christopher David | Correctional Officer 1         | Resignation | Sheriff           | 12/07/2020  |

**CIVIL SERVICE COMMISSION****01/12/2021-4**

|                     |                               |             |                |            |
|---------------------|-------------------------------|-------------|----------------|------------|
| Westerlund, Timothy | Correctional Officer 2        | Resignation | Sheriff        | 12/05/2020 |
| Rutledge, Pamela L  | Correctional Officer Sergeant | Retirement  | Sheriff        | 11/16/2020 |
| Dotson, Randall K   | Indust Electronics Tech 2     | Retirement  | Water Services | 12/08/2020 |
| Hentz, Chris A      | Indust Tech Master            | Retirement  | Water Services | 12/07/2020 |
| Hepler, Andrew L    | Utility Equipment Operator    | Resignation | Water Services | 12/11/2020 |

**MOTION: After some discussion, Commissioner North moved for approval of the Terminations/Pensions as listed. Commissioner Sanders seconded, and the Commission approved without objection.**

**(D)ELIGIBILITY REGISTER REPORT**

| <b>CLASSIFICATION</b>                               | <b>DEPT</b>      | <b>ON LIST</b> | <b>TYPE</b> | <b>DATE</b> | <b>EST/ABOLISH</b> |
|---|------------------|----------------|-------------|-------------|--------------------|
| Correctional Officer Trainee                        | Sheriff's Office | 27             | Cont        | 12/01/2020  | Establish          |
| Equipment Operator Senior- Roads & Waste            | Public Works     | 1              | Cont        | 12/01/2020  | Establish          |
| Industrial Electronics Technician 1                 | Water            | 10             | Open        | 12/01/2020  | Abolish            |
| Chief of Police                                     | Police           | 27             | Open        | 12/02/2020  | Establish          |
| IS Media Technician 1-PEG                           | ITS              | 40             | Open        | 12/02/2020  | Abolish            |
| Utility Compliance Inspector 1                      | Water            | 43             | Open        | 12/02/2020  | Establish          |
| IS Applications Analyst 2 – Fire                    | Fire             | 21             | Open        | 12/03/2020  | Establish          |
| Maintenance & Repair Worker                         | Public Works     | 10             | Cont        | 12/04/2020  | Establish          |
| Police Officer Trainee                              | Police           | 44             | Cont        | 12/08/2020  | Establish          |
| Crime Lab Forensic Scientist 1 – Biology            | Police           | 320            | Cont        | 12/09/2020  | Establish          |
| Industrial Mechanic 1                               | Water            | 10             | Open        | 12/09/2020  | Abolish            |
| Veterans Service Officer                            | Human Resources  | 39             | Open        | 12/09/2020  | Establish          |
| Equipment Operator Senior- Roads & Waste            | Public Works     | 12             | Cont        | 12/21/2020  | Establish          |
| Maintenance & Repair Worker                         | Public Works     | 15             | Cont        | 12/21/2020  | Establish          |
| Sanitation Worker - Public Works                    | Public Works     | 20             | Cont        | 12/21/2020  | Establish          |
| Utility Engineering Technician- Water/Deeds & Bonds | Water            | 5              | Open        | 12/23/2020  | Establish          |

**MOTION: After some discussion, Commissioner North moved for approval of the Eligibility Register as listed. Commissioner Sanders seconded, and the Commission approved without objection.**

**DEPARTMENTAL ITEMS****Community Oversight Board****Item #1: Director Jill Fitchard requests an Open Range salary increase for the Research Analyst 1, Liz Orozoco, to be effective January 10, 2021.**

Keven Palmissano, HR Representative and Jill Fitchard, COB Director, were both present before the Commission to discuss the request for an open range increase.

**MOTION: After some discussion, Commissioner Sanders moved to accept the request for Open Range Salary increase for the Research Analyst 1, Liz Orozoco, to be effective January 10, 2021. Seconded by Commissioner North and the Commission approved without objection.**

**HUMAN RESOURCE ITEMS****Item #2: Metro Nashville Fire Department employee Kendall Murphy is requesting to extend his IOD in accordance with Civil Service Rule 4.8 D Period of Compensation**

Stephen Cain, HR Representative and Jamie Summers, Fire Department Representative, were both present before the Commission to discuss the IOD leave extension request.

**MOTION: After some discussion, Commissioner Corbitt moved to extend the IOD leave until July 16, 2021. Seconded by Commissioner Link and the Commission approved without objection.**

**Item #3: Metro Parks Department employee Penny Adcock is requesting to extend her IOD in accordance with Civil Service Rule 4.8 D Period of Compensation**

LeAnn Leigh, HR Representative was present before the Commission to discuss the IOD leave extension request.

**MOTION: After some discussion, Commissioner Sanders moved to extend the IOD leave until July 06, 2021. Seconded by Commissioner Link and the Commission approved without objection.**

**Item #4: Metro Police Department employee Elizabeth Mills is requesting to extend her IOD in accordance with Civil Service Rule 4.8 D Period of Compensation**

Seth Waltenbaugh, HR Representative, was present before the Commission to discuss the IOD leave extension request.

**MOTION: After some discussion, Commissioner Sanders moved to extend the IOD leave until June 29, 2021. Seconded by Commissioner Link and the Commission approved without objection.**

**Item #5: Metro Police Department is requesting to extend the Police Sergeant Promotional Register for eight months**

Seth Waltenbaugh, HR Representative, was present before the Commission to discuss the request to extend the Police Sergeant Register for eight months.

**MOTION: After some discussion, Commissioner North moved to extend the Police Sergeant Register for eight months. Seconded by Commissioner Corbitt and the Commission approved without objection.**

**Item #6: HR Director, Shannon B. Hall, is requesting an extension to apply administrative leave time for Metro employees impacted by COVID-19.**

Shannon Hall, HR Director, and Stephen Cain, HR Representative, were both present before the Commission to discuss the request of an extension to apply administrative leave time for Metro employees impacted by COVID-19.

**MOTION: After some discussion, Commissioner Link moved to grant the extension to apply administrative leave time for Metro employees impacted by COVID-19 until April 30, 2021. Seconded by Commissioner Sanders and the Commission approved without objection.**

**Item #7: Administrative Law Judge Hearing Calendar**

The calendar refers to appeals submitted by Metro employees. As changes occur, updates are made each month in conjunction with the assigned Attorneys at Metro Legal. A copy is then forwarded to the State Administrative Procedures Division wherein the State provides a copy for each Judge to evaluate their case.

**ACTION: Report only**

**Item #8: Human Resource Updates**

HR Director Hall updated the Commission about the Workforce Management Accomplishments and Statistics for 2020. She also notified them of the new HR employees.

Veteran Services Officers: Jay Brewer & Damian Barron

Talent Acquisition HR Analyst 1: David Dalenberg

Trena Pennington returned from Disability.

**ACTION: Report only**

**Item #9: Communiques from the public on pending hearings**

**NONE**

**Item #10: Appeal of Medical Disqualification, JB, Applicant for Fire Recruit**

Applicant JB was not present. Civil Service Medical Examiner Gill Wright was present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

**MOTION: After some discussion, Commissioner Corbitt moved to approve the request for waiver. Seconded by Commissioner North and the Commission approved without objection.**

**Item #11: Appeal of Medical Disqualification, JJ, Applicant for Fire Recruit**

Applicant JJ was not present. Civil Service Medical Examiner Gill Wright was present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

**MOTION: After some discussion, Commissioner Corbitt moved to approve the request for waiver. Seconded by Commissioner North and the Commission approved without objection.**

**Item #12: Appeal of Medical Disqualification, AB, Applicant for Police Officer Trainee**

Applicant AB was not present. Civil Service Medical Examiner Gill Wright was present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

**MOTION: After some discussion, Commissioner Corbitt moved to approve the request for waiver. Seconded by Commissioner North and the Commission approved without objection.**

**Item #13: Appeal of Medical Disqualification, AC, Applicant for Police Officer Trainee**

Applicant AC was not present. Civil Service Medical Examiner Gill Wright was present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

**MOTION: After some discussion, Commissioner Corbitt moved to approve the request for waiver. Seconded by Commissioner North and the Commission approved without objection.**

**Item #14: Appeal of Medical Disqualification, AL, Applicant for Police Officer Trainee**

Applicant AL was not present. Civil Service Medical Examiner Gill Wright was present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

**MOTION: After some discussion, Commissioner Corbitt moved to approve the request for waiver. Seconded by Commissioner North and the Commission approved without objection.**

**Item #15: Appeal of Medical Disqualification, BL, Applicant for Police Officer Trainee**

Applicant BL was not present. Civil Service Medical Examiner Gill Wright was present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

**MOTION: After some discussion, Commissioner Corbitt moved to approve the request for waiver. Seconded by Commissioner North and the Commission approved without objection.**

**Item #16: Appeal of Medical Disqualification, DC, Applicant for Police Officer Trainee**

Applicant DC was not present. Civil Service Medical Examiner Gill Wright was present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

**MOTION: After some discussion, Commissioner Corbitt moved to approve the request for waiver. Seconded by Commissioner North and the Commission approved without objection.**

**Item #17: Appeal of Medical Disqualification, JB, Applicant for Police Officer Trainee**

Applicant JB was not present. Civil Service Medical Examiner Gill Wright was present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

**MOTION: After some discussion, Commissioner Corbitt moved to approve the request for waiver. Seconded by Commissioner North and the Commission approved without objection.**

**Item #18: Appeal of Medical Disqualification, JP, Applicant for Police Officer Trainee**

Applicant JP was not present. Civil Service Medical Examiner Gill Wright was present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

**MOTION: After some discussion, Commissioner Corbitt moved to approve the request for waiver. Seconded by Commissioner North and the Commission approved without objection.**

**Item #19: Appeal of Medical Disqualification, KL, Applicant for Police Officer Trainee**

Applicant KL was not present. Civil Service Medical Examiner Gill Wright was present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

**MOTION: After some discussion, Commissioner Corbitt moved to approve the request for waiver. Seconded by Commissioner North and the Commission approved without objection.**

**Item #20: Appeal of Medical Disqualification, KQ, Applicant for Police Officer Trainee**

Applicant KQ was not present. Civil Service Medical Examiner Gill Wright was present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

**MOTION: After some discussion, Commissioner Corbitt moved to approve the request for waiver. Seconded by Commissioner North and the Commission approved without objection.**

**Item #21: Appeal of Medical Disqualification, MJ, Applicant for Police Officer Trainee**

Applicant MJ was not present. Civil Service Medical Examiner Gill Wright was present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

**MOTION: After some discussion, Commissioner Corbitt moved to approve the request for waiver. Seconded by Commissioner North and the Commission approved without objection.**

**Item #22: Appeal of Medical Disqualification, MR, Applicant for Police Officer Trainee**

Applicant MR was not present. Civil Service Medical Examiner Gill Wright was present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.



**MOTION: After some discussion, Commissioner Corbitt moved to approve the request for waiver. Seconded by Commissioner North and the Commission approved without objection.**

**Item #23: Appeal of Medical Disqualification, ZB, Applicant for Police Officer Trainee**

Applicant ZB was not present. Civil Service Medical Examiner Gill Wright was present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

**MOTION: After some discussion, Commissioner Corbitt moved to approve the request for waiver. Seconded by Commissioner North and the Commission approved without objection.**

*With nothing further, the regular meeting adjourned at 09:33 a.m.*

**ATTEST:**

**APPROVED:**

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Shannon B. Hall, Director  
Secretary to the Commission

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William H. Farmer, Chairman  
Civil Service Commission