



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

Date: April 13, 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)

MEMBERS: William H. Farmer, D. Billye Sanders, Jo Ann North, Alysia Jones, 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 introduced the new Commissioner Ms. Alysia Jones. 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 Jones, Sanders, North and Link each voted to conduct the meeting electronically.

Vice-Chair Sanders made a motion to approve the March 9, 2021 Civil Service Commission meeting minutes. Commissioner Link 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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<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
Codes Administration			
*Thomas, Dalton B.	Property Stan Insp 1	Department transfer/Promotion	03/08/2021
*Department transfer from Public Works (Equipment Operator Sr, TG9) to Codes (Property Stan Insp 1, ST9)			
Community Oversight Board			
Vielehr, Peter S.	Research Analyst 2	Promotion	03/06/2021
Finance			
*Machado, Danniela	Application Tech 3	Voluntary Reduction in Salary Grade	02/22/2021
^Washington, Sierra M.	Procurement Officer 2	Class Change	03/08/2021
*Voluntary Reduction in grade from Procurement Officer 2 (OR3) to Application Tech 3 (ST9)			
^Class change from Procurement Officer 1 to Procurement Officer 2			
Fire			
*Hall, Bradley J.	Info Systems App Analyst 2	Transition to Civil Service	03/16/2021
^Elam, Thomas C.	Paramedic 1	Class Change/Lateral	03/01/2021
*Department transfer from Music City Center (Network Tech) to Fire department (IS Applications Analyst 2)			
^Class change from EMT 2 (PF4) to Paramedic 1 (PF4)			
General Services			
Elsaghir, Ava M.	Admin Svcs Mgr	Promotion	02/22/2021
Hinton, Cynthia K.	Admin Svcs Mgr	Promotion	02/22/2021
Williams, Bethany A.	Admin Svcs Mgr	Promotion	02/22/2021
Atwood, Dianna L.	Finance Mgr	Promotion	03/08/2021
Vanatta, Brandon E.	Technical Specialist 2	Promotion	03/08/2021
Human Resources			
Frangenberg, Pamela Parrish	Application Tech 2	New Hire	03/08/2021
Information Technology Services			
Hoffman, Amber N.	Info Sys Comm Analyst 1	Promotion	03/20/2021
Powell, Randy W.	Info Sys Comm Analyst 2	Promotion	03/20/2021
Herndon, Colleen Marie	Info Systems Div Mgr	Promotion	03/20/2021
Elder, Jay E.	Info System App Analyst 3	New Hire	03/20/2021
*Bragg, John T. III	Information Sys Oper Analyst 1	Class change/Lateral	03/23/2021
Freeman, Kenneth J.	Information Sys Oper Analyst 3	Promotion	03/20/2021
Anderson, Ryan A.	Information Systems Advisor 2	Promotion	03/20/2021
*Class change from IS App Analyst 1 (OR3) to IS Operations Analyst 1 (OR3)			
Parks			
Thrower, William A.	Greenskeeper	Promotion	03/05/2021
Williams, Eric V. Jr	Maintenance & Repair Worker	New Hire	03/19/2021
Police			
Fleming, Ian P.	Crime Lab Forensic Scientist 1	New Hire	03/16/2021
Parrott, Alyssa R.	Office Support Spec 2	Promotion	03/16/2021
Bearden, Rickey R.	Police Captain	Promotion	02/16/2021
Proctor, Jason Douglas	Police Captain	Promotion	02/16/2021
Wheeler, John D. Jr	Police Captain	Promotion	02/16/2021
Jones, Raymond	Police Lieutenant	Promotion	03/16/2021
Mcnamara, Keith S.	Police Lieutenant	Promotion	03/16/2021
Picanzo, Jason R.	Police Lieutenant	Promotion	03/16/2021
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Warren, Michael A.	Police Lieutenant	Promotion	03/16/2021
Edwards, Sara L.	Police Operations Coord 1	Promotion	03/16/2021

Erickson, Robert A.	Police Sergeant	Promotion	03/16/2021
Jones, Ernest R. Jr	Police Sergeant	Promotion	03/16/2021
Murrell, Jason C.	Police Sergeant	Promotion	03/16/2021
Smith, David M.	Police Sergeant	Promotion	03/16/2021

Public Works

Hall, Tony A.	Maintenance & Repair Worker	New Hire	03/22/2021
*Holloway, Willie D. IV	Maintenance & Repair Worker	Voluntary Reduction in Salary Grade	03/08/2021
Kleppin, John F.	Maintenance & Repair Worker	New Hire	03/22/2021
Murphy, Anthony E.	Maintenance & Repair Worker	New Hire	03/08/2021
Smith, Dakota W.	Maintenance & Repair Worker	New Hire	03/22/2021
^Thomas, Lillian E.	Office Support Spec 2	Department transfer/Promotion	03/08/2021

***Voluntary reduction in grade from Equipment Operator Sr, TG9 to M&R Worker, TG5**

^Department transfer from Library (Library Assoc 1, ST6) to Public Works (Office Support Spec 2, ST8)

Sheriff

*Bastien, Sherwin N.	Correctional Officer 1	Demotion	03/17/2021
^Evans, Lawrence III	Correctional Officer 1	Class Change	02/26/2021
^Hampton, Tyler Jordan	Correctional Officer 1	Class Change	02/26/2021
^Hernandez, Analicia D.	Correctional Officer 1	Class Change	02/26/2021
^Higgins, Julius Edward	Correctional Officer 1	Class Change	02/26/2021
^Keeler, Noah Gabriel	Correctional Officer 1	Class Change	02/26/2021
^Kuechler, Joseph Lee	Correctional Officer 1	Class Change	02/26/2021
^Lyle, Shelly Marie	Correctional Officer 1	Class Change	02/26/2021
^Malone, Robriquez Letrell	Correctional Officer 1	Class Change	02/26/2021
^McCray, Mary Louise	Correctional Officer 1	Class Change	02/26/2021
^McFalls, Michael Tyler	Correctional Officer 1	Class Change	02/26/2021
^Nichols, Ryan Lane	Correctional Officer 1	Class Change	02/26/2021
^Noel, Tonyeka T.	Correctional Officer 1	Class Change	02/26/2021
^Ohmes, Jeffery Harold- Stephan	Correctional Officer 1	Class Change	02/26/2021
^Owen, Riley M.	Correctional Officer 1	Class Change	02/26/2021
**Lewis, Kevin C.	Correctional Officer 2	Demotion	03/02/2021

***Demotion from Correctional Officer 2 (CO3) to Correctional Officer 1 (CO2)**

^Class change from Correctional Officer Trainee to Correctional Officer 1

****Demotion from Correctional Officer LT (CO5) to Correctional Officer 2 (CO3)**

Social Services

Baumann, Chelsea Anne	Program Coord	New Hire	03/22/2021
Callicutt, Hanna Leigh	Program Coord	New Hire	03/22/2021
*Brown, Willie B.	Program Spec 3	Transition to Civil Service	03/15/2021
Cole, Derica Anisah	Program Spec 3	New Hire	03/22/2021

***Department transfer from Sheriff's Officer (Sheriff Behavioral Care Supv) to Social Services (Program Spec 3)**

Water Services

Fisher, Jessy R.	Admin Svcs Mgr	Promotion	03/20/2021
Staton, Jasmeane K.	Application Tech 3	Promotion	03/20/2021
Stine, Christy L.	Application Tech 3	Promotion	03/20/2021
Cumiskey, Emily J.	Engineer In Training	New Hire	02/20/2021
Walczak, Andrew J.	Finance Mgr	New Hire	02/20/2021
Clark, Bradley D.	Indust Maint Supv 1	Promotion	03/20/2021
Anthony, Janie R.	Office Support Spec 2	Promotion	03/20/2021
Carney, Chatique T.	Office Support Spec 2	Promotion	03/20/2021

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Bonner, Angela J.	Service Rep 2	New Hire	02/20/2021
Rhodes, Delilah G.	Service Rep 2	Re-hire	02/20/2021

Scott, Randall P.	Utility Equip Operator Sr	New Hire	03/06/2021
Taylor, Gerald A.	Utility Equipment Operator	New Hire	03/06/2021
Bruce, Kenneth Kenneth G. Jr	Utility Services Asst Mgr	Promotion	02/20/2021

MOTION: After some discussion, Vice-Chair Sanders moved for approval of the Appointments as listed. Commissioner Link seconded, and the Commission approved without objection.

(C) TERMINATIONS/PENSIONS

Name	Classification	Type	Department	Date
Pinckley, Robert T.	COB Legal Adv	Resignation	COB	03/18/2021
Perry, Donald E.	Fire/Emt Dispatcher	Retirement	DEC	03/19/2021
Ott, Craig S.	Admin Svcs Division Mng	Retirement	Finance	03/19/2021
Henderson, Steven D.	EMS Captain-Paramedic	Retirement	Fire	02/27/2021
Deshpande, Kalpana K.	Fire Asst Chief	Retirement	Fire	03/31/2021
Hollis, Kenneth D.	Fire Marshal-Asst	Retirement	Fire	03/01/2021
Martin, Melonie I.	Paramedic 2	Resignation	Fire	03/15/2021
Whittemore, Nancy D.	General Svcs Dir	Retirement	General Services	03/05/2021
Sanders, James H.	Info Systems Mgr	Retirement	Juvenile Court	03/15/2021
Spainhoward, Donald Jr	Probation Officer 2	Resignation	Juvenile Court	03/07/2021
Cook, Norman K.	Maint & Repair Worker	Resignation	Parks	02/27/2021
Deas, Francis A.	Recreation Leader	Resignation	Parks	02/12/2021
Nellis, Jami A.	Recreation Leader	Resignation	Parks	03/08/2021
Huggins, J. Damian	Police Dpty Chief	Retirement	Police	03/01/2021
Berger, Emmanuel AC	Police Officer 2	Resignation	Police	03/05/2021
Brown, Chad W.	Police Officer 2	Resignation	Police	03/02/2021
Cartwright, Sarah E.	Police Officer 2	Resignation	Police	03/11/2021
Duke, James G.	Police Officer 2	Retirement	Police	03/15/2021
Flaherty, Raymond F. IV	Police Officer 2	Dismissal	Police	03/04/2021
Robertson, Joshua E.	Police Officer 2	Resignation	Police	03/08/2021
Roemeling, Austin J.	Police Officer 2	Resignation	Police	03/12/2021
Clark, James K. B. Jr	Police Operations Asst Sr	Resignation	Police	02/16/2021
Oberto, Gary L.	Police Operations Asst Sr	Deceased	Police	02/21/2021
Laue, Rebecca J.	Police Operations Coord 1	Resignation	Police	03/10/2021
Finnegan, Ryan M.	Police Sergeant	Resignation	Police	03/01/2021
Leach, Todd E.	Police Sergeant	Retirement	Police	03/01/2021
Rogers, Elijah C.	Sanitation Worker	Resignation	Public Works	02/26/2021
White, Nicholas R.	Sanitation Worker	Resignation	Public Works	03/15/2021
Mccormick, Scott D.	Tech Services Admin	Retirement	Public Works	03/12/2021
Guthrie, Jarron L.	Correctional Officer 1	Resignation	Sheriff	03/13/2021
Mays, Daja Alise	Correctional Officer 1	Resignation	Sheriff	03/11/2021
Taylor, Aaron L.	Correctional Officer 1	Resignation	Sheriff	03/10/2021
Chambers, Antonio D. Jr	Correctional Officer 2	Resignation	Sheriff	03/03/2021
Ruluked, Alyson Hope	Correctional Officer 2	Retirement	Sheriff	03/18/2021
Ragland, Gary R.	Cust Svc Asst Mgr	Resignation	Water Services	03/06/2021
Hamilton, Troy B.	Indust Tech Master	Retirement	Water Services	03/12/2021
King, Mark W.	Treatment Plant Shift Supv	Retirement	Water Services	02/12/2021
Heggie, Samuel B. Jr	Treatment Plant Tech 3	Retirement	Water Services	02/26/2021
Carter, Howard D.	Utility Maintenance Spec 3	Retirement	Water Services	02/26/2021
Gant, Darrell W.	Utility Maintenance Spec 3	Retirement	Water Services	03/03/2021
Miller, Cedric A.	Utility Maintenance Tech	Resignation	Water Services	02/06/2021

MOTION: After some discussion, Vice-Chair Sanders moved for approval of the Appointments as listed. Commissioner Link seconded, and the Commission approved without objection.

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D)ELIGIBILITY REGISTER REPORT

<u>Classification</u>	<u>Dept</u>	<u>On List</u>	<u>Type</u>	<u>Date</u>	<u>Establish/Abolish</u>
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Police Crisis Counselor - Family Intervention/Bilingual	Police	11	Open	03/01/2021	Establish
Utility Compliance Inspector 1-System Services	Water	16	Open	03/02/2021	Abolish
Correctional Officer Lieutenant	Sheriff's Office	1	Dept	03/03/2021	Abolish
Finance Manager	General Services	1	Dept	03/03/2021	Establish
IS Advisor 2 - Identity Access Management	ITS	1	Dept	03/03/2021	Establish
Technical Specialist 2 - Fleet Services	General Services	1	Dept	03/04/2021	Abolish
Correctional Officer Trainee	Sheriff's Office	1	Open	03/05/2021	Establish
Police Operations Assistant	Police	54	Cont	03/09/2021	Establish
Emergency Telecommunications Officer 1	DEC	7	Cont	03/09/2021	Establish
IS Communications Analyst 2-Radio	ITS	2	Dept	03/10/2021	Establish
Application Technician 3- Cash/Collection	Water	4	Dept	03/10/2021	Establish
Application Technician 3-Dispatch	Water	3	Dept	03/10/2021	Establish
Administrative Services Manager- Water/Fleet-St	Water	5	Dept	03/11/2021	Establish
Program Specialist 3 - Family Support Program	Social Services	47	Open	03/12/2021	Establish
Utility Field Technician 1-Water	Water	144	Open	03/15/2021	Abolish
IS Communications Analyst 1-Network	ITS	7	Open	03/16/2021	Establish
IS Application Analyst 3 – Cityworks	ITS	8	Open	03/16/2021	Establish
IS Operations Analyst 3 - CSS Inventory	ITS	2	Dept	03/16/2021	Establish
Equipment Operator Senior- Roads & Waste	Public Works	6	Cont	03/16/2021	Establish
Accountant 3	Juvenile Court	37	Open	03/17/2021	Establish
Finance Officer 2-Financial Accountability	Finance	26	Open	03/19/2021	Abolish
Signal Technician 1	Public Works	3	Open	03/19/2021	Abolish
Finance Administrator – Administration	Finance	36	Open	03/19/2021	Establish
IS Operations Technician 2 - CSS Inventory	ITS	2	Dept	03/19/2021	Establish
Police Operations Coordinator 2 - Investigations	Police	95	Open	03/21/2021	Establish
Program Coordinator	Social Services	20	Open	03/22/2021	Establish
Engineer 1	Public Works	1	Open	03/23/2021	Abolish
Technical Specialist 1-General Services	General Services	7	Open	03/23/2021	Abolish
Chief Diversity Equity and Inclusion Officer	Finance	20	Open	03/23/2021	Establish
IS Application Analyst 3 - ITS/Payroll	ITS	5	Open	03/23/2021	Establish
Police Officer Trainee	Police	79	Cont	03/23/2021	Establish
Police Officer 2 – Lateral	Police	2	Cont	03/23/2021	Establish
Treatment Plant Shift Supervisor 2-Wastewater	Water	1	Dept	03/26/2021	Abolish
Library Associate 1	Library	104	Open	03/26/2021	Abolish
Industrial Electrician 1	Water	35	Cont	03/26/2021	Establish
IS Division Manager - Data & GIS	ITS	1	Dept	03/26/2021	Establish
Utility Equipment Operator-Dump Truck	Water	6	Cont	03/30/2021	Establish
Utility Equipment Operator Senior-WS Backhoe/Trackhoe	Water	3	Cont	03/30/2021	Establish
Industrial Electronics Technician 1- MWS Oper	Water	4	Cont	03/30/2021	Establish
Industrial Mechanic 1- Operations	Water	10	Cont	03/30/2021	Establish
Community Oversight Board Legal Advisor	COB	12	Open	03/31/2021	Abolished
Fire Inspector 1	Fire	65	Open	03/31/2021	Abolished

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

DEPARTMENTAL ITEMS**Social Services**

Item #1: Executive Director Renee Pratt of the Metro Social Services Department is requesting Civil Service approval to hire above base Willie Brown as a Program Specialist 3 effective March 15, 2021.

Monica Anderson, HR Rep and Renee Pratt, Metro Social Service Director, were both present before the Commission to discuss the request to hire Mr. Brown above base as a Program Specialist 3 effective March 15, 2021.

MOTION: After some discussion, Commissioner Link moved to accept the request to hire above base Willie Brown as a Program Specialist 3 effective March 15, 2021. Seconded by Vice-Chair Sanders and the Commission approved without objection.

HUMAN RESOURCE ITEMS

Item #2: Department of Emergency Communications is requesting to revise their departmental rules

Monica Anderson, HR Rep and Stephen Martini, DEC Director, were both present before the Commission to discuss the request to revise the departments rules.

MOTION: After some discussion, Commissioner North moved to approve the request to revise the departmental rules. Seconded by Vice-Chair Sanders and the Commission approved without objection.

Item #3: Metro Nashville Fire Department employee Ronald Lawson is requesting to extend his IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation

Jamie Summers, Fire HR Rep, was present before the Commission to discuss the requested IOD extension.

MOTION: After some discussion, Vice-Chair Sanders moved to extend the IOD leave until May 18, 2021. Seconded by Commissioner Link and the Commission approved without objection.

Item #4: Metro Nashville Fire Department employee Tracy R. Turner is requesting to extend his IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation

Jamie Summers, Fire HR Rep, was present before the Commission to discuss the requested IOD extension.

MOTION: After some discussion, Commissioner Link moved to extend the IOD leave until June 1, 2021. Seconded by Commissioner Jones and the Commission approved without objection.

Item #5: Metro Nashville Police Department employee Edward Draves is requesting to extend his IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation

Seth Waltenbaugh, HR Rep, was present before the Commission to discuss the requested IOD extension.

MOTION: After some discussion, Vice-Chair Sanders moved to extend the IOD leave until June 17, 2021. Seconded by Commissioner Jones and the Commission approved without objection.

Item #6: Davidson County Sheriff's Office employee Cherrisse Houston is requesting to extend her IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation

Brian Grizzle, DCSO HR Rep, was present before the Commission to discuss the requested IOD extension.

MOTION: After some discussion, Commissioner Jones moved to extend the IOD leave until August 5, 2021. Seconded by Commissioner Link and the Commission approved without objection.

Item #7: Revisions to job Descriptions for Internal Audit Department - Senior Auditor position

Leighann Lee, HR Rep, and Lori Riley, Internal Audit Dept, were both present before the Commission to discuss the revisions to job Descriptions for Internal Audit Department - Senior Auditor position.

MOTION: After some discussion, Vice-Chair Sanders moved to accept the revisions to the Senior Auditor job description. Seconded by Commissioner Link and the Commission approved without objection.

**Item #8: Revisions to job descriptions for Parks Department - Park Police 2 position
This request was rescinded.**

Item #9: Revisions to job descriptions for Parks Department - Recreation Leader position

Leighann Lee, HR Rep, was present before the Commission to discuss the revisions to job descriptions for Parks Department - Recreation Leader position.

MOTION: After some discussion, Commissioner Jones moved to accept the revisions to the Recreation Leader job description. Seconded by Commissioner Link and the Commission approved without objection.

Item #10: Pay Plan adjustments for Fiscal Year 2022

Mike Taylor, Assistant HR Director, Leslie Schuster, Metro Human Resources, Mr. Young, IAFF President, Mr. Rayson, SEIU President and Mr. Smallwood, FOP President, were all present before the Commission to discuss the Pay Plan Review for Fiscal Year 2022.

Mr. Taylor advised HR Recommendations for the FY 2022 Pay Plan included 3% open range increase, 2% COLA increase and to reinstate step increases.

Kristin Wilson with the Mayor's office was in attendance and responded to questions from the Commission members and Union Reps.

Chairman Farmer advised that this was an informational session and no voting is required and he asked if anyone wanted to be heard on this matter.

Mike Taylor asked that if the union reps disagreed or had changes that it be discussed today so that any changes needed can be reviewed and addressed by HR before the special called meeting.

Union reps each spoke about what their concerns were with the proposed pay plan and how they would like to see it better benefit the employees of Metro.

ACTION: This was for report only.

Item #11: 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 #12: Human Resource Updates

HR Director Hall updated the Commission about the following

*Special Called meeting that will take place April 20 @8:30 am to discuss the Pay Plan.

*May's CSC meeting will be held in person in the Sonny West Conference Room with limited attendance

*Mayor's vaccination event was held March 31-April 3

* April 2, 2021 Mike Taylor and Tam Gordon addressed the Vanderbilt Univ. Next Steps sophomore class about employment opportunities with Metro.

ACTION: Report only

Item #13: Communiques from the public on pending hearings

NONE

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 North moved to approve the request for waiver. Seconded by Commissioner Jones and the Commission approved without objection.

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

Applicant AS 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 Jones moved to approve the request for waiver. Seconded by Commissioner Link and the Commission approved without objection.

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

Applicant SG 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 Link moved to approve the request for waiver. Seconded by Vice-Chair Sanders and the Commission approved without objection.

With nothing further, the regular meeting adjourned at 11:12 a.m.

ATTEST:

APPROVED:

Shannon B. Hall, Director
Secretary to the Commission

William H. Farmer, Chairman
Civil Service Commission