



## ***METROPOLITAN CIVIL SERVICE COMMISSION***

### **SPECIAL CALLED MEETING MINUTES**

***Date:*** April 20, 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. The meeting could be accessed on MNN2 by visiting [stream.nashville.gov](http://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; Mike Safley, Metro Legal Department Attorney

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. Chairman Farmer acknowledged the following union representatives in attendance: Mark Young (IAFF Local140), James Smallwood (FOP), and Maura Lee Albert & Brad Rayson (SEIU).



HUMAN RESOURCES

**Item #1: Pay Plan Review for Fiscal Year 2022**

Mike Taylor and Leslie Schuster with HR were both present to discuss the Pay Plan recommendations for Fiscal Year 2022.

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

Ms. Schuster then discussed how equity adjustments would be implemented for step increments.

**Adding to the Implementation Plan:**

-Equity Adjustments

In order to address equity issues that arise when Step increments are “frozen” and then increment dates for newly hired employees are scheduled as usual, employees on Step plans who would have been eligible for a step increment during FY21 will move to the next step on 7/1/2021, and their DONI will be reset according to the schedule for their grade.

Leslie also went into detail about how much the plan would cost and Kristin Wilson was also available to answer questions on behalf of the Mayor’s office.

**MOTION: After some discussion, Commissioner Link moved to adopt the recommended pay plan of a 3% open range increase, 2% COLA increase and to reinstate step increases and include the following amendments: 1. Add a second step increase on the employees next increment date and 2. Increase the open range increment to an additional 1% to make it 4%. Seconded by Vice-Chair Sanders and the Commission approved without objection.**

**Item #2: Job Descriptions for Fiscal Year 2022 Pay Plan**

Mike Taylor and Leslie Schuster with HR were both present before the Commission to discuss the new Job Classifications to be included with the FY 2022 Pay Plan and would be effective 7/1/2021

\*Planning Department Executive Director

**MOTION: After some discussion, Commissioner North moved to accept the new Planning Department Executive Director job classification. Seconded by Commissioner Link and the Commission approved without objection.**

\*Police Intern

**MOTION: After some discussion, Commissioner Jones moved to accept the new Police Intern job classification. Seconded by Commissioner North and the Commission approved without objection.**

\*Safety Administrator

**MOTION: After some discussion, Commissioner North moved to accept the new Safety Administrator job classification. Seconded by Commissioner Link and the Commission approved without objection.**

\*Transportation Chief Engineer/Asst Director

**MOTION: After some discussion, Commissioner North moved to accept the new Transportation Chief Engineer/Asst Director job classification. Seconded by Commissioner Jones and the Commission approved without objection.**

\*Transportation Director

**MOTION: After some discussion, Commissioner North moved to accept the new Transportation Director job classification. Seconded by Commissioner Link and the Commission approved without objection.**

\*Veterans Service Supervisor

**MOTION: After some discussion, Commissioner North moved to accept the new Veterans Service Supervisor job classification. Seconded by Commissioner Jones and the Commission approved without objection.**

*With nothing further, the regular meeting adjourned at 11:02 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