



# METROPOLITAN CIVIL SERVICE COMMISSION

## MINUTES

**June 10, 2014**

**8:30 a.m.**

**Howard Office Building  
Sonny West Room**

**700 2<sup>nd</sup> Avenue South and  
Lindsley Avenue  
Nashville, Tennessee 37210**

**MEMBERS PRESENT:** Chairman William H. Farmer; Vice-Chairman R. Steve Corbitt; C. Michael Allen; D. Billye Sanders and Jo Ann North.

**OTHER MEMBERS PRESENT:** Veronica T. Frazier, Director; Nicki Eke, Metro Legal Department Attorney

Chairman Farmer called the meeting to order and said the first order of business was to determine if there were any amendments, corrections or questions from the minutes of the last **Regular Meeting** of **May 13, 2014** and from the Special Called meeting of May 19, 2014.

Commissioner Allen approved the regular minutes. Second by Commissioner North and Vice-Chairman Steve Corbitt approved the Special Called minutes, seconded by Commissioner Allen and the Commission approved without objection.

**Appeals Process:** Nicki Eke read the memorandum pertaining to the Metropolitan Code of Laws 2.68.030 – pursuant to Ordinance BL2006-2050.

**APPOINTMENTS  
TERMINATIONS / PENSIONS  
ELIGIBILITY REGISTER REPORT  
HUMAN RESOURCES ITEMS**

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APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CODES ADMINISTRATION</u>			
Liles, Donna L.	Customer Service Supervisor	Promotion	04/28/14
*Harper, Clint W.	Zoning Examiner	Department Transfer/Promotion	04/28/14

\*Department Transfer from Water (Applications Tech 3, SR9) to Codes (Zoning Examiner, SR11)

EMERGENCY COMMUNICATION CENTER

Barker, Sarah K.	Emer Telecommunications Officer 1	New Hire	05/05/14
Cox, Erica I.	Emer Telecommunications Officer 1	New Hire	05/05/14
Davis, John M.	Emer Telecommunications Officer 1	New Hire	05/05/14
Deshields IV, George E.	Emer Telecommunications Officer 1	New Hire	05/05/14
Glennon, Rhonda M.	Emer Telecommunications Officer 1	Re-Hire	05/05/14
Shouse, Jimmie R.	Emer Telecommunications Officer 1	New Hire	05/05/14
Southall, Daniel E.	Emer Telecommunications Officer 1	New Hire	05/05/14

FINANCE

Pitman, Stephen R.	Finance Officer 2	New Hire	05/05/14
Pittman, Genario T.	Finance Officer 3	New Hire	05/05/14

FIRE

*Hood, James K.	Fire Fighter 2	Class Change/Lateral	05/01/14
*Johnston, Gregory K.	Fire Fighter 2	Class Change/Lateral	04/16/14
*Tomlinson, Randall Alan	Fire Fighter 2	Class Change/Lateral	05/01/14
*Wilson, Russell Taylor	Fire Fighter 2	Class Change/Lateral	04/16/14
^Sullivan, Gregory S.	Paramedic 2	Return from I.O.D. Pension	05/16/14

\*Class Change from EMT 2 (PS4) to Fire Fighter 2 (PS4)

^Return from Pension to same classification

GENERAL SERVICES

Degroff, Wayne R.	Equipment Mechanic	New Hire	05/12/14
Rogers, Peter A.	Radio Tech 1	New Hire	04/28/14
Harris, Kevin J.	Radio Tech 2	Re-Employment	04/28/14

HUMAN RESOURCES

Cain, Libby D.	Human Resources Analyst 1	New Hire	05/12/14
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**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>INFORMATION TECHNOLOGY SERVICE</u></b>			
Israel, Michelle R.	Info Systems App Analyst 3	New Hire	05/19/14
Rivers, Kenneth B.	Information Systems Oper. Analyst 3	New Hire	05/10/14
Thorson II, Thomas A.	Information Systems Oper. Analyst 3	Promotion	05/10/14
Enoch, Joanna V.	Information Systems Advisor 1	Promotion	05/19/14
Linn, Bonnie D.	Information Systems Advisor 1	Promotion	04/26/14

**PARKS**

*Craighead, Vickie D.	Facility Coordinator	Transition - Civil Service	05/09/14
James, Adam G.	Maintenance & Repair Worker 1	New Hire	05/15/14
McClain II, Leon C.	Maintenance & Repair Worker 1	New Hire	05/05/14
Ambrose, Russell W.	Maintenance & Repair Worker 2	New Hire	05/12/14
Williams, Gregory K.	Maintenance & Repair Worker 2	Promotion	04/18/14
Burnett, Anthony S.	Maintenance & Repair Worker 3	Promotion	05/09/14
Burnett, Anthony S.	Maintenance & Repair Worker 3	Promotion	05/09/14
Lanius, Tyler A.	Maintenance & Repair Worker 3	Promotion	05/09/14
Lanius, Tyler A.	Maintenance & Repair Worker 3	Promotion	05/09/14

\*Transition to Civil Service from Part Time Status

**POLICE**

Orsbon, Angela D.	Administrative Services Officer 3	Promotion	05/01/14
Deblanc, Benjamin K.	Crime Lab Forensic Scientist 3	New Hire	05/16/14
Watkins, Kerri	Police Operations Coordinator 2	Promotion	05/01/14

**PUBLIC LIBRARY**

Brooks, Robert G.	Circulation Assistant 1	New Hire	05/12/14
Frederick, Corey M.	Circulation Assistant 1	Re-Hire	05/12/14
Smethers, Paul E.	Circulation Assistant 1	New Hire	04/28/14
Bass, Katia D.	Library Associate 1	Promotion	05/12/14

**PUBLIC WORKS**

Dotye III, Christopher B.	Equipment Operator 2	New Hire	05/12/14
Doolittle, Jason K.	Equipment Operator 3	Promotion	05/26/14
*Duke Jr, Danny C.	Info Systems App Analyst 3	Class Change/Lateral	05/12/14
Adams Sr., Terry C.	Maintenance & Repair Worker 1	New Hire	05/12/14
Davis II, Tracy S.	Maintenance & Repair Worker 1	New Hire	05/12/14
Deason Jr., Willard A.	Maintenance & Repair Worker 1	New Hire	05/12/14
Sawyers, Ralph E.	Maintenance & Repair Worker 1	New Hire	04/28/14

\*Class Change from IS Operations Analyst 3 (SR12) to IS App Analyst 3 (SR12)

**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>SHERIFF</u></b>			
*Lintz, Bobby L.	Correctional Officer 1	Vol. Reduction In Salary Grade	05/14/14
Jackson, Briana N.	Correctional Officer 2	Promotion	05/04/14
Skelton, Milton L.	Correctional Officer 2	Promotion	05/04/14
Conrad, Thomas A.	Correctional Officer Lieutenant	Promotion	05/04/14
Sawyer, James M.	Correctional Officer Sergeant	Promotion	05/04/14

\*Voluntary Reduction In Grade from Correctional Officer 2 (CO2) to Correctional Officer 1 (CO1)

**WATER SERVICES**

Cavin III, Cullen E.	Engineer 2	New Hire	05/10/14
Parker, Tamika D.	Engineer 2	New Hire	05/10/14
Strobel, Bart A.	Engineer 2	New Hire	04/26/14
Thompson, Christian S.	Engineer 2	New Hire	05/10/14
Arefin, Shabnam F.	Treatment Plant Tech 1	New Hire	05/10/14

***MOTION: After some discussion, Commissioner Allen moved for approval of the appointments as listed. Commissioner North second and the Commission approved without objection.***

**TERMINATIONS/ PENSIONS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPARTMENT</u>	<u>DATE</u>
Beatty, Aleyna M.	Emer Telecommunications Off 2	Resignation	ECC	05/09/14
Lawson, Kimberly H.	Fire Deputy Chief	Pension	Fire	04/30/14
Lawrence Jr, John R.	Fire Fighter 2	Pension	Fire	04/28/14
Hicklen Jr, Nathaniel	Firefighter 3	Pension	Fire	04/28/14
Burton, Lowell E.	Info System Comm Analyst 3	Resignation	ITS	05/02/14
Blackwell, Kenneth M.	Maintenance & Repair Worker 2	Pension	Parks	05/09/14
Koch, Rachel C.	Naturalist 1	Resignation	Parks	05/06/14
Howard, Yuri A.	Recreation Leader	Dismissal	Parks	04/17/14
Peaks, Bernadine W.	Admin Assistant	Pension	Police	04/30/14
Macarthur, Ian A.	Police Officer 1	Resignation	Police	05/15/14
Malone, David Charles	Police Officer 2	Resignation	Police	05/12/14
Petrina, Michael A.	Police Officer 2	Deceased	Police	05/11/14
Walburn, Steven S.	Police Officer 2	Resignation	Police	04/22/14
Fields, Tamia N.	Police Operations Assistant 1	Dismissal	Police	05/12/14
Lindsay, Heather K.	Circulation Assistant 1	Resignation	Public Library	04/29/14
James, Rebecca R.	Library Manager 3	Resignation	Public Library	05/01/14
Hooper, Daniel W.	Maintenance & Repair Worker 1	Resignation	Public Works	05/02/14
Merriweather, John	Sanitation Worker	Pension	Public Works	05/01/14
Box, Gavin L.	Correctional Officer 1	Resignation	Sheriff	05/17/14
Jones, Jonathan A.	Correctional Officer 1	Resignation	Sheriff	05/22/14
Pickens, Richard B.	Correctional Officer 1	Dismissal	Sheriff	05/23/14
Reeves, Amanda E.	Correctional Officer 1	Resignation	Sheriff	05/19/14
Woodhouse, Nina Toniette	Correctional Officer 1	Resignation	Sheriff	05/03/14
Steely, Daniel L.	Correctional Officer Sergeant	Pension	Sheriff	05/04/14
Bailey, Elfrieda D.	Homemaker	Resignation	Social Services	05/09/14
Linville, Patricia C.	Application Tech 2	Resignation	Water Services	05/09/14

***MOTION: After some discussion, Commissioner Allen moved to accept the Termination/Pension report for dates and reasons stated. Seconded by Commissioner North and the Commission approved without objection.***

**ELIGIBILITY REGISTER REPORT**

<b><u>CLASSIFICATION</u></b>	<b><u>DEPT</u></b>	<b><u>ON LIST</u></b>	<b><u>TYPE</u></b>	<b><u>DATE</u></b>	<b><u>ESTABLISH/ABOLISH</u></b>
Administrative Services Officer 4	Police	22	Open	4/29/14	E
IS Application Analyst 3	ITS	15	Open	5/05/14	E
Equipment Operator 2	Public Works	27	Open	5/06/14	A
E-911 Dispatcher	ECC	45	Open	5/06/14	E
Custodian 1	Parks	45	Open	5/08/14	E
M&R Worker 3 - Grounds Maintenance	Parks	3	Dept	5/09/14	E
Plumbing Inspector 1	Codes	23	Open	5/12/14	E
Patron Support Representative	Library	185	Open	5/12/14	E
Sanitation Supervisor	Public Works	6	Dept	5/14/14	E
Maintenance & Repair Worker 1	Metro Wide	42	Open	5/14/14	E
Planning Technician 3	Planning	1	Dept	5/15/14	E
Information Systems Advisor 1	ITS	1	Dept	5/16/14	E
Crime Scene Technician 1	Police	222	Open	5/17/14	E
Special Assistant to the Director	Public Works	1	Dept	5/22/14	E
Computer Operator 2	ITS	30	Open	5/22/14	E
Automotive Mechanic	General Services	41	Open	5/28/14	A
Equipment Servicer	General Services	26	Open	5/28/14	A
Police Operations Coordinator 1	Police	12	Dept	5/28/14	E
Office Support Representative 2	Library	59	Open	5/28/14	E
Program Specialist 2	Library	9	Open	5/28/14	E

***MOTION: After some discussion, Commissioner Allen moved to approve the register report. Seconded by Commissioner North and the Commission approved without objection.***

**DEPARTMENTAL ITEM**

**JUVENILE COURT**

**( 1: Judge Sophia Brown Crawford, represented by Court Administrator Jim Swack, requested approval for Leave from Civil Service Status for the following persons:**

- a. Ms. L'Tannia Williams, Program Manager 2
- b. Ms. Margo Cooper, Administrative Assistant

Mr. Swack said both Ms. Williams (1998) and Ms. Cooper (1999) have been long term employees working in grant programs for Juvenile Court. Their knowledge and expertise in parentage and child support programs is vital in order to continue the effectiveness for three judicial magistrates and thirteen staff. Mr. Swack stated the matter will continue for another twelve (12) months and does not foresee an ending time with this grant program.

***MOTION: After some discussion, Commissioner Allen moved to approve the above as submitted. Seconded by Commissioner Sanders and the Commission approved without objection.***

**HUMAN RESOURCES**

Human Resources Director Veronica T. Frazier, submits the following for the Commission's consideration and appropriate action:

( 2: Request of POT Medical Waiver's for the following:

**Applicant – JL**

Mr. JL was disqualified as a Police Officer trainee applicant due to his failure to pass a required physical examination administered by Medical Examiner Susan Warner. She refers to the Standards of Medical Fitness AR 40-501, 2-21 - Weight. Dr. Warner said the applicant was motivated to continue weight loss and maintain a healthy life style. She did not see any issues that would prevent this person from successfully becoming a Police Officer Trainee or Police Officer. Applicant JL was present before the Commission to discuss his case.

***MOTION: Commissioner North made a motion to approve the request as listed above. Second by Vice-Chairman Corbitt. There was one objection from Vice-Chairman Corbitt. The vote was 3 to 1.***

**Applicant – BB**

Mr. BB was disqualified as a Police Officer trainee applicant due to his failure to pass a required physical examination administered by Medical Examiner Susan Warner. She refers to the Standards of Medical Fitness AR 40-501, 2-29 (g) – Spine and Sacroiliac joints. Dr. Warner said due to the applicant's history of chronic intermittent pain and lumbar issues, this person would not be qualified due to recent facet blocks from 12/2013. Applicant BB was present before the Commission to discuss his case.

***MOTION: Commissioner Allen made a motion to deny the request as listed above. Second by Commissioner Sanders and the Commission approved without objection.***

**Applicant – JR**

Mr. JR was disqualified as a Police Officer trainee applicant due to his failure to pass a required physical examination administered by Medical Examiner Susan Warner. She refers to the Standards of Medical Fitness AR 40-501, 2-29 (g) – Spine and Sacroiliac joints. Dr. Warner said due to the applicant's history of lumbar surgery, the chronic pain and lumbar issues, this person would not be qualified. for this position. Applicant JR was present before the Commission to discuss his case.

***MOTION: Commissioner Allen made a motion to deny the request as listed above. Second by Commissioner Sanders and the Commission approved without objection.***

**Applicant – CM (Late Item)**

Mr. CM was disqualified as a Police Officer trainee applicant due to his failure to pass a required physical examination administered by Medical Examiner Susan Warner. She refers to the Standards of Medical Fitness AR 40-501, 2-3 ( c ) – abdominal organs and gastrointestinal system. Dr. Warner said colitis is in remission after colectomy with no current treatment or symptoms. Medicine has this matter well controlled and stable since 2010 with minimal issues. Dr. Warner recommends approval for the applicant to become a Police Office Trainee or Police Office applicant. Applicant CM was present before the Commission to discuss his case.

***MOTION: Commissioner Allen made a motion to approve the request as listed above. Second by Commissioner North and the Commission approved without objection.***

**Applicant – MM (Late Item)**

Mr. MM was disqualified as a Police Officer trainee applicant due to his failure to pass a required physical examination administered by Medical Examiner Susan Warner. She refers to the Standards of Medical Fitness AR 40-501, 2-27 (a) – learning, psychiatric and behavioral disorder. Dr. Warner 's notes treatment for ADD indicate well-controlled and stable since 2010 with medicine and recommends approval for the applicant to become a Police Office Trainee or Police Office applicant. Applicant MM was present before the Commission to discuss his case.

***MOTION: Commissioner Sanders made a motion to approve the request as listed above. Second by Commissioner Allen and the Commission approved without objection.***

**( 3: Request Leave from Civil Service Status for Ms. Christiana Mayo, Human Resources**

Human Resources Manager, Sonny Lyons, said Ms. Mayo has been working in a part-time capacity in the Human Resources benefits division since 2001. She is requesting to continue her part-time status effective June 1, 2014 to May 31, 2015.

***MOTION: After some discussion, Commissioner North moved to approve the above as submitted. Seconded by Commissioner Allen and the Commission approved without objection.***

**( 4: Request Leave from Civil Service Status from Ms. Alisha Carrethers, Human Resources**

Human Resources Manager Sonny Lyons said Ms. Carrethers has been working in a part-time capacity in Human Resources for a number of years. She would like her part-time status to continue and be effective May 1, 2014 to April 30, 2015.

***MOTION: After some discussion, Commissioner North moved to approve the above as submitted. Seconded by Commissioner Sanders and the Commission approved without objection.***

**( 5: Review Petition for Reconsideration of Final Order issued by the Metropolitan Civil Service Commission in the matter of Cory West, Police 30 Day Suspension/Termination.**

The matter of Cory West was brought before the Commission for review on April 8, 2014. Judge Adgent's decision was to uphold the Police Department's disciplinary action of a 30 Day Suspension and Termination as supported by the Initial Order. After discussion by the Civil Service Commission, a Final Order was then issued and the Initial Order rendered by Administrative Law Judge Anthony Adgent was modified. The Commission issued a reduction of the 30 day suspension to 15 days.

Metro Attorney Jon Michael made request for a Petition of Reconsideration on behalf of the Police Department and asked the matter be reconsidered as well as the findings in the April 8, 2014 Final Order. A three page brief from Metro Legal was submitted for review. A response was not submitted by Attorney Kim Gilleland regarding Metro's Petition for Reconsideration. However, Ms. Gilleland's office contacted the Human Resources Department and stated she would attend the meeting to discuss the matter.

***ACTION: After hearing some discussion of this matter from both sides, Chairman Farmer asked Commissioner North and Commissioner Allen if they wanted to make a motion to reopen the case to rehear the Petition of Reconsideration of the Final Order that was submitted at the April 8, 2014 meeting. Both Commissioners moved not to address the matter and therefore the motion failed.***

**( 6: Review Benefit Board Election Results**

Human Resources Analyst Seth Waltenbaugh said the Benefit board Election was publicly announced for the General Government representative after the March 11, 2014 civil Service meeting. All non-retired employee (other than Police and Fire) were notified of their eligibility to vote in the election. After votes were tallied , Edna Jones of Metro Public Works was declared the winner by a majority.

Human Resources Director, Veronica T. Frazier reviewed and certified the election. Ms. Jones will serve another three year term in the position.

***ACTION: None. This was for a report only.***

**( 7: Human Resources Updates**

HR Director Veronica Frazier said Human Resources is beginning phase two of the comp study that Mr. Kennedy previously brought to the Commissions. HR will continue to work with the consultants obtaining information and bring back to the Commission in March 2015. Also HR has reached out to the Tennessee Veterans Affairs and has hired an individual to begin work on June 23, 2014. She will receive training to be a certified county services officer and be prepared to assist veterans within Davidson County .

**( 8: Communiqués from the public on pending hearings**

***ACTION: None***

**With nothing further, the regular meeting adjourned at 917: a.m.**

**ATTEST:**

**APPROVED:**

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**Veronica T. Frazier, Director  
Secretary to the Commission**

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**William H. Farmer, Chairman  
Civil Service Commission**