



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

November 11, 2014

8:30 a.m.

Howard Office Building
Sonny West Room

700 2nd Avenue South and
Lindsley Avenue
Nashville, Tennessee 37210

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

▪ **MEMBERS ABSENT:** None

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 **October 14, 2014**. There was one change mentioned by Chairman Farmer who said that Vice-Chairman Corbitt was at the last meeting. Commissioner North noted that Commissioner Sanders had been absent at that meeting as well. Commissioner Allen moved to accept the corrected minutes. Seconded by Commissioner North and the Commission approve. Commissioner Sanders abstained.

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
DEPARTMENTAL ITEMS
HUMAN RESOURCES ITEMS

PG. 2-5
PG. 6
PG. 6-7
PG. 7
PG. 8-10

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>EMERGENCY COMMUNICATION CENTER</u>			
Carter, Matthew J.	Emergency Telecommunications Officer 1	New Hire	10/06/14
Casey, Mitchell W.	Emergency Telecommunications Officer 1	New Hire	10/06/14
Conrads Jr, Edward C.	Emergency Telecommunications Officer 1	Re-Hire	10/06/14
Downing, Kristen R.	Emergency Telecommunications Officer 1	New Hire	10/06/14
Gilluly, Angela P.	Emergency Telecommunications Officer 1	Re-Hire	10/18/14
Navarro, Brenda	Emergency Telecommunications Officer 1	New Hire	10/06/14
Rainey, Michael L.	Emergency Telecommunications Officer 1	Re-Hire	10/06/14
Smith, Hannah M.	Emergency Telecommunications Officer 1	New Hire	10/06/14
Smith, Miranda B.	Emergency Telecommunications Officer 1	New Hire	10/06/14
Sparkman, Lajohnda F.	Emergency Telecommunications Officer 1	New Hire	10/06/14
Trierwiler, Nathan D.	Emergency Telecommunications Officer 1	New Hire	10/06/14

FINANCE

Bell, Laquita L.	Finance Officer 1	New Hire	10/27/14
Ghee, Scott D.	Finance Officer 1	Re-Hire	10/27/14
Fisher, Kathleen S.	Finance Officer 3	Promotion	10/13/14
Viravouth, Alicia M.	Finance Officer 3	Promotion	10/13/14

FIRE

Haas, Brian D.	Administrative Services Manager	New Hire	10/06/14
*Tolbert, Jeremy L.	Fire Fighter 2	Class Change/Lateral	10/16/14

*Class change from EMT 2 (PS4) to Fire Fighter 2 (PS4)

GENERAL SERVICES

Srilouangkhol, Somsay	Equipment Mechanic	New Hire	09/29/14
*Galvin, Bridget Mary	Office Support Specialist 2	Return From Pension	09/29/14

*Return from Pension to same classification

HUMAN RESOURCES

Lynch, Dylan M.	Human Resources Analyst 1	Dept. Transfer / Transition to Civil Service	10/06/14
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*Department Transfer from Parks (Concessions Clerk, Part Time) to Human Resources (HR Analyst 1, SR8)

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>INFORMATION TECHNOLOGY SERVICE</u>			
Storey, Pamela D.	Info Systems App Analyst 3	Re-Hire	10/27/14
Viswanath, Prathiba	Info Systems App Analyst 3	New Hire	10/27/14
Reese, Ayanna G.	Info Systems App Tech 1	Promotion	09/27/14
*Lewis, Robyn Y.	Info Systems App Tech 2	Dept. Transfer / Promotion	09/29/14
Lyng, Tammy K.	Information Systems Advisor 1	Promotion	10/13/14

*Department Transfer from Health Dept. (Office Support Specialist 1, SR7) to ITS (IS App Tech 2, SR9)

JUVENILE COURT

Halliburton, Willie L.	Probation Officer 2	Demotion	09/15/14
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*Demotion from Probation Officer 3 (SR12) to Probation Officer 2 (SR10)

PARKS

*McLean, Ver-Sean D.	Maintenance & Repair Worker 1	Transition - Civil Service	10/01/14
James, Adam G.	Maintenance & Repair Worker 2	Promotion	10/01/14
Thompson, Chase T.	Maintenance & Repair Worker 3	New Hire	10/03/14
White, James M.	Maintenance & Repair Worker 3	Promotion	09/17/14
^Allen, Dana S.	Recreation Leader	Transition - Civil Service	09/26/14
Frazier, Michael W.	Recreation Leader	Transition - Civil Service	09/26/14
Gregory, Hunter R.	Recreation Leader	Promotion	09/26/14
^Hassell, Richard W.	Recreation Leader	Transition - Civil Service	09/26/14
^Johnson, Copernicus M.	Recreation Leader	Transition - Civil Service	09/26/14
^Miller Jr, Randall	Recreation Leader	Transition - Civil Service	09/26/14
^Reese, Felissa	Recreation Leader	Transition - Civil Service	09/26/14
^Thornton, Virginia A.	Recreation Leader	Transition - Civil Service	09/26/14
^Tribue, Elona V.	Recreation Leader	Transition - Civil Service	09/26/14
Walker, Darreth D.	Recreation Leader	New Hire	10/01/14
^Williams, Demetria D.	Recreation Leader	Transition - Civil Service	09/26/14

*Transition to Civil Service from Seasonal status

^Transition to Civil Service from Part Time status

PLANNING COMMISSION

O'Conner, Sharon C. K.	Planning Technician 2	New Hire	10/13/14
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POLICE

Smith, Phillip A.	Crime Lab Evidence Recv Tech	Promotion	10/16/14
Akin, Timothy D.	Crime Lab Forensic Scientist 2	New Hire	10/16/14
Mack, Rachel C.	Crime Lab Forensic Scientist 3	Promotion	10/16/14
Frierson, Jessica T.	Crime Lab Forensic Technician	New Hire	10/16/14
Phillips IV, Henry C.	Equipment & Supply Clerk 3	Promotion	10/16/14

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>POLICE</u>			
Duprey, Ryan M.	Police Crisis Counselor 2	New Hire	10/13/14
*Crumby Jr, Johnny R.	Police Officer 2	Return From Pension	10/01/14
Caruth, Jami E.	Police Operations Assistant 1	New Hire	10/01/14
Collins, Charlesia K.	Police Operations Assistant1	New Hire	10/01/14
Bradley, Courtney D.	Police Operations Coordinator 1	Promotion	10/01/14
Anderson, Makeshia L.	Police Operations Coordinator 2	Promotion	10/16/14
Clay, Rhonda R.	Police Security Guard 1	New Hire	10/16/14
Freeman Jr, James J.	Police Sergeant	Promotion	10/01/14
Gottschall Jr, Brian A.	Police Sergeant	Promotion	10/01/14
Martin, Travis C.	Police Sergeant	Promotion	10/01/14

*Return from Pension to same classification

PUBLIC LIBRARY

Furfaro, Minna L.	Circulation Assistant 1	New Hire	10/13/14
Hall, Kathryn J.	Circulation Assistant 1	New Hire	10/13/14
Mohamed, Hana A.	Circulation Assistant 1	New Hire	09/29/14
Miller, Kerry M.	Circulation Supervisor	Promotion	09/29/14
Colson, Diane M.	Librarian 1	Promotion	10/13/14
Adovasio-Jones, Megan A.	Library Associate 1	New Hire	09/29/14
*Brooks, Robert G.	Library Associate 1	Class Change	09/29/14
*Pierce, Amy N.	Library Associate 1	Class Change	09/29/14
Reynolds, Sandra L.	Library Associate 1	Promotion	09/29/14

*Class change from Circulation Assistant 1 (SR4) to Library Associate 1 (SR6)

PUBLIC WORKS

*Herring, Julie N.	Administrant Assistant	Transition - Civil Service	09/29/14
Hinton, Brandi M.	Administrative Assistant	Promotion	09/29/14
Lane, John D.	Administrative Services Officer 2	Promotion	09/29/14
Russell, Adrienne P.	Administrative Services Officer 2	Promotion	09/29/14
Jones, Stacy M.	Customer Service Supervisor	Promotion	09/29/14
Vanwynen, Dylan H.	Equipment Operator 2	New Hire	09/30/14
McKay, Micah A.	Maintenance & Repair Worker 1	New Hire	10/14/14
Shadowens, Jason L.	Maintenance & Repair Worker 1	New Hire	10/14/14
Cain, Sara R.	Office Support Spec 2	Promotion	10/13/14
Jones, Reginald	Signal Tech 1	Promotion	10/13/14
Patton, Dedrick L.	Signal Tech 1	Promotion	10/13/14
Robinson, William H.	Technical Specialist 1	Promotion	10/13/14

*Transition to Civil Service from Temporary status

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>SHERIFF</u>			
Aluoch, Beatrice	Correctional Officer 1	New Hire	10/01/14
Armstead, Ashley M.	Correctional Officer 1	New Hire	10/01/14
Booker, Reginald T.	Correctional Officer 1	New Hire	10/01/14
Briggs, David R.	Correctional Officer 1	New Hire	10/01/14
*Byers, Michael B.	Correctional Officer 1	Transition - Civil Service	10/01/14
Claiborne, Lynetta S.	Correctional Officer 1	New Hire	10/01/14
Coon, Dani R.	Correctional Officer 1	New Hire	10/01/14
Deleon, Eric L.	Correctional Officer 1	New Hire	10/01/14
Fann, Charles B.	Correctional Officer 1	New Hire	10/01/14
Fisher, Valerie A.	Correctional Officer 1	Re-Hire	10/01/14
Harvey, Michael J.	Correctional Officer 1	New Hire	10/01/14
Hill, Samantha R.	Correctional Officer 1	New Hire	10/01/14
Hofmeister, Lance A.	Correctional Officer 1	New Hire	10/01/14
Kelley, Brandon L.	Correctional Officer 1	New Hire	10/01/14
King, Jeremy S.	Correctional Officer 1	New Hire	10/01/14
Page, Christopher W.	Correctional Officer 1	New Hire	10/01/14
Patton, Ebony S.	Correctional Officer 1	New Hire	10/01/14
Powell, Guy D.	Correctional Officer 1	New Hire	10/01/14
Spearman, Dwayne J.	Correctional Officer 1	New Hire	10/01/14
Tanksley, Steven M.	Correctional Officer 1	New Hire	10/01/14
Waller, Marcus M.	Correctional Officer 1	New Hire	10/01/14
Worstell, Ryan M.	Correctional Officer 1	New Hire	10/01/14

*Transition to Civil Service from non-Civil Service status (Office Support Rep 2)

WATER SERVICES

*Allen, Margaret B.	Application Tech 3	Class Change / Lateral	09/27/14
Fulton, Leonard	Customer Service Field Rep 2	New Hire	10/11/14
Houston, Tracey D.	Office Support Rep 3	New Hire	10/11/14
Rodriguez, Shawna M.	Office Support Rep 3	New Hire	10/11/14
Graham, Jaunita L.	Office Support Spec 2	Re-Hire	10/11/14
Jinnette, Sara A.	Office Support Spec 2	Re-Hire	10/11/14
Stevenson, Lillian M.	Office Support Spec 2	Promotion	09/27/14
Swanigan, Toni N.	Office Support Spec 2	New Hire	10/11/14

*Class change from Office Support Manager (SR9) to Application Tech 3 (SR9)

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

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPARTMENT</u>	<u>DATE</u>
Wilee, Kenneth W.	Electrical Inspector 2	Resignation	Codes Administration	10/02/14
Johnson, Sandra L.	Emer Telecommunications Off 2	Resignation	ECC	09/29/14
Ewing, Clarence A.	Fire Engineer	Pension	Fire	10/14/14
Myres, James L.	Fire Engineer	Pension	Fire	09/24/14
Yancey Jr, Charles E.	Administrative Services Manager	Pension	General Services	10/07/14
Eady, Preston B.	Equipment Servicer	Resignation	General Services	10/24/14
George III, Felix D.	Information Sys Media Analyst 2	Pension	ITS	10/03/14
Rorie, Samuel Todd	Information Systems Advisor 2	Resignation	ITS	10/08/14
Jones, Linda G.	Custodian 1	Pension	Parks	10/15/14
Lander, Larry W.	Info Systems App Analyst 2	Pension	Police	09/30/14
Galluzzi, Michael F.	Police Officer 2	Pension	Police	10/03/14
Johnson, Dustin B.	Police Officer 2	Resignation	Police	10/15/14
Mitchell, Gary L.	Custodian 1	Resignation	Public Library	10/13/14
Crim, Joy R.	Librarian 1	Pension	Public Library	10/04/14
Jones, Lee O.	Security Officer Coordinator	Resignation	Public Library	10/03/14
Lane Jr, Marvell D.	Maintenance & Repair Worker 1	Resignation	Public Works	10/02/14
Pope, John D.	Maintenance & Repair Worker 2	Pension	Public Works	10/22/14
Anderson Jr, Willie L.	Correctional Officer 1	Dismissal	Sheriff	09/30/14
Burton, Forrest E.	Correctional Officer 1	Resignation	Sheriff	10/01/14
Lutz III, Richard C.	Correctional Officer 1	Resignation	Sheriff	10/06/14
McDonald, Jessica M.	Correctional Officer 1	Resignation	Sheriff	10/07/14
Thomas, Garfield L.	Correctional Officer 1	Pension	Sheriff	10/14/14
Woodard, Joseph W.	Correctional Officer 1	Dismissal	Sheriff	10/22/14
Turner Jr, Floyd C.	Customer Svc Field Rep 2	Resignation	Water Services	10/01/14
Strobel, Bart A.	Engineer 2	Resignation	Water Services	10/17/14
Lee Jr, Robert E.	Indust Maintenance Supervisor 2	Pension	Water Services	10/03/14
Hunt, Terry L.	Indust Tech Master	Pension	Water Services	09/30/14
Debraganca, Maria L.	Office Support Rep 2	Pension	Water Services	10/17/14
Scales, Wilbur L.	Water Maintenance Leader 2	Pension	Water Services	10/08/14

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

<u>CLASSIFICATION</u>	<u>DEPT</u>	<u>ON LIST</u>	<u>TYPE</u>	<u>DATE</u>	<u>ESTABLISH/ABOLISH</u>
Human Resources Analyst 1	Human Resources	298	Open	10/01/14	E
Administrative Services Officer 2	Public Works	2	Dept	10/03/14	E
Crime Lab Forensic Technician	Police	218	Open	10/07/14	E
Maintenance & Repair Worker 2	Parks	48	Open	10/08/14	E
Emerg Telecommunications Officer 1	ECC	52	Open	10/08/14	E
Signal Technician 1	Public Works	39	Open	10/08/14	E
Administrative Services Officer 4	Library	136	Open	10/09/14	E
Technical Specialist 1	Public Works	2	Dept	10/09/14	E
Police Operations Coordinator 2	Police	4	Dept	10/10/14	E
Info Systems Application Analyst 2	Police	4	Dept	10/24/14	E
Planning Technician 2	Planning	73	Open	10/13/14	E
Information System Advisor 1	ITS	2	Open	10/13/14	E
Finance Officer 3 - Budgets	Finance	69	Open	10/14/14	E

ELIGIBILITY REGISTER REPORT

<u>CLASSIFICATION</u>	<u>DEPT</u>	<u>ON LIST</u>	<u>TYPE</u>	<u>DATE</u>	<u>ESTABLISH/ABOLISH</u>
Crime Lab Forensic Scientist 2	Police	40	Open	10/15/14	E
Crime Lab Forensic Scientist 3	Police	1	Dept	10/15/14	E
Information Systems Analyst 3	ITS	27	Open	10/20/14	E
Court Administrator	Juvenile Court	45	Open	10/20/14	E
Engineer 2	Water Services	8	Open	10/20/14	A
Finance Officer 1 - Purchasing Analyst	Finance	144	Open	10/21/14	E
Custodian 1	Parks	51	Open	10/22/14	E
Administrative Services Officer 3	Parks	2	Dept	10/24/14	E
Police Operations Coordinator 1	Police	9	Dept	10/27/14	E
Adm Serv Officer 2 - Events Manager	Mun Auditorium	1	Dept	10/27/14	E
Building Maintenance Supervisor	Mun Auditorium	1	Dept	10/27/14	E
Police Sergeant	Police	74	Open	11/11/14	E
Special Projects Mgr. - Real Property	Finance	17	Open	10/31/14	E
Finance Admin - Debt Management	Finance	9	Open	10/31/14	E

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

DEPARTMENTAL ITEMSMUNICIPAL AUDITORIUM

- (1: **General Manager Robert Skoney, requested approval of an Advanced Increment for Nicholas Tennant, Administrative Services Officer 2, SR08.**

Mr. Skoney said the person who worked as the Facility Coordinator / Building Operations Manager recently resigned and was determined that position would not be filled at that level. When reviewing staff within that could assume this type work, Mr. Tennant, who is an Administrative Services Officer 2 / Event (Ticket) Manager, was asked and accepted additional responsibilities from the position. He moves from (SR08 1) to (SR08 4) which is a 12 percent increase. He will continue to assist with box office operations as well as the new duties. Mr. Tennant holds a master's degree in Sports Administration.

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

POLICE

- (2: **Chief Steve Anderson, represented by Sue Bibb, requested approval to Extend the Police Lieutenant and Police Captain Promotional Registers for Nine Months.**

HR Analyst Seth Waltenbaugh said there is a need to extend the register for Police Lieutenant and Police Captain for a period of nine months. The lists were approved for 12 months and reported to the Commission on November 12, 2013. This extension will allow the Police Department additional time to make appointments. Those persons who were on the register will remain there for the next nine months. The current register will be used until a new register is established.

MOTION: *After some discussion, Vice-Chairman Corbitt moved to approve the above as submitted. Seconded by Commissioner North 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:

(3: Salary Recommendation for Metropolitan Nashville School Board

John Kennedy said at the last meeting information was provided regarding the school board member's salary. In 2003, there was a Metro Charter amendment voted by the populous that changed and allowed the School Board to be paid. From there, the Commission initiated a study to find out what the School Board members should be paid. There was a citizens panel assembled that made a recommendation to the Commission. That recommendation was ultimately adopted establishing a salary \$14,000 a year for the School Board members. That has not been adjusted since that time.

There is not a specific recommendation. At the last meeting documentation was presented to the Commission that showed on average the pay for the School Board members is above the cities that are used for comparison. Of the eleven cities that were surveyed, the salaries were reviewed and nine of those cities provided usable data. That data was not compelling to suggest an increase. However, if the Commission accepted the work that was done in 2003-04, the salary could be adjusted upward based on the rate of inflation.

1st MOTION: *After some discussion, Vice-Chairman Corbitt moved to make no changes at this time. The motion died for a lack of a second.*

2nd MOTION: *Commissioner Allen moved to give the School Board members a raise but use the same calculations as Police & Fire and all general employees. The motion died for a lack of a second.*

3rd MOTION: *Vice-Chairman Corbitt renewed his first motion to make no changes at this time. Commissioner Sanders second the motion to keep the pay at \$14,000. Commissioner North and Commissioner Allen opposed. Chairman Farmer broke the tie and voted for not making any changes. The vote was 3 to 2.*

(4: Request Public Hearing for Civil Service Rule changes

HR Administrator Stephen Cain presented several Civil Service Rule changes with recommendations. He noted this is in compliance with the By-laws of the Commission. The items were reviewed with the Commission that will be discussed at the Public Hearing.

Section 4.8 – In Line of Duty Injury Leave - (D) Period of Compensation and
(E) Compensation Received;

Section 4.10 – Administrative Leave with Pay and Section 5.7 Special Pay Provisions (D)
Work Hours / Overtime and / or compensatory Time;

Section 7.9 – Work Schedule (4.1) and Section 8.10 – Work Schedule (4.1).

The Public Hearing will follow the regular meeting in December. Changes would need to be addressed and voted on at the regular meeting in January 2015.

ACTION: *This was for a Report Only*

(5: Request to consider Civil Service Policy change

Jamie Summers presented policy 4.4-I " Inclement Weather / Hazardous Road Conditions" to the Commission for an amendment.

The current policy reads:

All employees are expected to be a work at their regularly scheduled time. Realizing this is not always possible the following guidelines may be applied at the Appointing Authority's discretion when inclement weather causes hazardous road conditions.

1. *Employees may be given up to one and one-half hours to report to work without charge to leave. When at all possible the employee should call in saying that he will be late. If the employee reports to work after the hour and hour-half hours excused time, he will be charged with the appropriate leave back to his regular schedule time of reporting.*

The proposed policy reads as:

All employees are expected to be at work at their regularly scheduled time. Realizing this is not always possible; the following may be applied when inclement weather causes hazardous road conditions or an OEM designated emergency condition that impacts employee safety and security.

1. *Reporting times for personnel will be at the discretion of the Appointing Authority.*

The Commission discussed the matter with Ms. Summers. After meeting and discussing the change with Metro Legal, Ms. Summers said one change was made to update the proposed policy by removing the word "non-operational" and should now read "Reporting times for personnel will be at the discretion of the Appointing Authority."

MOTION: *After some discussion, Commissioner Sanders moved for approval of the Policy Change as submitted. Seconded by Commissioner North and the Commission approved without objection.*

(6: Request approval of Sheriff's Office Rules / Policy revisions

HR Director Byron Grizzel was present before the Commission to discuss three policy changes for the Sheriff's Office. They were as follows:

1. 1-1.310 General Employment Practices
2. 1-1.312 Employee Conduct
3. 1-1.313 Employee Discipline

Each policy was discussed in detail between the Commission and Mr. Grizzel. It was agreed there should be some modifications to the policies and brought back at the December meeting to review again.

MOTION: *After discussion, Vice-Chairman Corbitt moved to defer the Policy Changes as submitted and is to be brought back after some modifications have been made. It will placed on the December agenda for review. Seconded by Commissioner North and the Commission approved without objection.*

(7: Report Benefit Board Election Results – Police Employee Representative

HR Analyst Seth Waltenbaugh said an election was not held due to there only being one candidate. That person (William Todd Henry) who is the incumbent, submitted a qualifying petition and will continue his term. There were no write in votes or disputes.

ACTION: This was for a report only.

(8: Review Updated ALJ Hearing Calendar

Chairman Farmer thanked Human Resources for the Administrative Hearing Calendar. The calendar shows events that have been or will take place. He also charged that Metro Legal Department work to move the cases along and complete each one as quickly as possible.

ACTION: This was for a Report Only

(9: Human Resources Updates

HR Director Veronica Frazier said the only report she had at this time regarded the pay plan the Commission had submitted to the Council for review (Mayor, Vice-Mayor and Council). That pay plan was voted down.

ACTION: This was for a report only.

(10: Communiqués from the public on pending hearings

There were none.

ACTION: This was for a report only.

(11: Search for Permanent Director

Chairman Farmer asked Asst. Director Sonny Lyons to guide the Commission in the selection of a permanent HR Director. He also asked Mr. Lyons to provide a process that will lead the Commission (one which meets all the rules of the Civil Service Commission), in making an appointment that is required under the Metropolitan Charter. Chairman Farmer also noted this information is to be brought back at the December meeting.

ACTION: This was for a report only.

With nothing further, the regular meeting adjourned at 10:11: a.m.

ATTEST:

APPROVED:

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

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