



# METROPOLITAN CIVIL SERVICE COMMISSION

## MINUTES

July 14, 2015

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 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 Vice-Chairman Corbitt moved to accept the regular minutes. Seconded by Commissioner North.

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

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APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CODES ADMINISTRATION</u>			
Lifsey, Debbie G.	Administrative Services Officer 3	Promotion	06/22/15
<u>EMERGENCY COMMUNICATION CENTER</u>			
Letanosky, Kristen M.	Emer Telecommunications Officer 1	New Hire	06/08/15
*Mullican Jr, Joe T.	Emer Telecommunications Officer 1	Return From Pension	06/08/15
Pirtle, Jessica D.	Emer Telecommunications Officer 1	New Hire	06/08/15
Vernon, Brian J.	Emer Telecommunications Officer 1	New Hire	06/08/15

\*Return from Pension to Supplemented Classification

FINANCE

*Canup, Carrie K.	Application Tech 2	Transition - Civil Service / Department Transfer	06/15/15
^Morris, Mary A.	Finance Manager	Promotion/Dept Transfer	06/22/15
Lyons, Necol D.	Finance Officer 3	Promotion	06/22/15

\*Department Transfer from JIS (Office Support Manager, SR9) to Finance (Application Tech 2, SR8)

^Department Transfer from Library (Finance Admin, SR13) to Finance (Finance Manager, SR14)

GENERAL SERVICES

Adom, Fred J.	Administrative Services Manager	New Hire	06/22/15
Hunter, Michael W.	Equipment Servicer	New Hire	06/08/15

INFORMATION TECHNOLOGY SERVICE

Cain, David P.	Info Systems App Analyst 3	Promotion	06/22/15
Griffey Jr, John C.	Info Systems Assistant Director	Promotion	06/30/15
Stone Jr, John M.	Info Systems Division Manager	Promotion	06/06/15
Borja, Keith San Miguel	Information Systems Oper Analyst 2	New Hire	06/06/15
Powers, Marck J.	Information Systems Oper Analyst 2	Promotion	06/06/15
Hornberger, Gwendolyn E.	Information Systems Oper Tech 2	Promotion	06/06/15
Hickey, Russell W.	Information Systems Advisor 1	New Hire	05/23/15

PARKS

*Demille, John P.	Concessions Clerk 2	Transition - Civil Service	05/29/15
Hows, Michael C.	Maintenance & Repair Supervisor	Promotion	06/05/15
^Phillips, Bobby	Maintenance & Repair Worker 1	Department Transfer	05/24/15
Wells IV, John A.	Park Police Sergeant	Promotion	06/19/15

\*Transition to Civil Service from Seasonal status

^Department Transfer from Public Works to Parks

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>POLICE</u>			
Evans, Rhonda J.	Administrative Services Officer 3	Promotion	06/16/15
Stewart, Anita L.	Crime Lab Forensic Technician	Promotion	05/16/15
Ewing-Roush, Adrienne A.	Police Crisis Counseling Supervisor	Promotion	06/16/15
Ford, Matthew S.	Police Crisis Counselor 2	New Hire	06/01/15
*Anderson, John R.	Police Officer 1	Class Change	06/10/15
*Arndt, Kyle M.	Police Officer 1	Class Change	06/10/15
*Barfield, Jeffrey H.	Police Officer 1	Class Change	06/10/15
*Billotte, Joshua A.	Police Officer 1	Class Change	06/10/15
*Campbell, Bradley S.	Police Officer 1	Class Change	06/10/15
*Clemons, Nathaniel W.	Police Officer 1	Class Change	06/10/15
*Conger, Richard L.	Police Officer 1	Class Change	06/10/15
*Conrads Jr, Edward C.	Police Officer 1	Class Change	06/10/15
*Cook, Alyson M.	Police Officer 1	Class Change	06/10/15
*Craig, Trent A.	Police Officer 1	Class Change	06/10/15
*Dance, Michael K.	Police Officer 1	Class Change	06/10/15
*Djabbarov, Jaby	Police Officer 1	Class Change	06/10/15
*Erickson, Robert A.	Police Officer 1	Class Change	06/10/15
*Eubanks, Dontaveous M.	Police Officer 1	Class Change	06/10/15
*Feinstein, Wesley E.	Police Officer 1	Class Change	06/10/15
*Fly, Sandra	Police Officer 1	Class Change	06/10/15
*Garrett, Daniel N.	Police Officer 1	Class Change	06/10/15
*Gartner, Adam W.	Police Officer 1	Class Change	06/10/15
*Gentry, Craig H.	Police Officer 1	Class Change	06/10/15
*Green, Joshua L.	Police Officer 1	Class Change	06/10/15
*Helms, Brandon M.	Police Officer 1	Class Change	06/10/15
*Hoskins, Garren K.	Police Officer 1	Class Change	06/10/15
*Houston, Armonty T.	Police Officer 1	Class Change	06/10/15
*King, Jeremy S.	Police Officer 1	Class Change	06/10/15
*Lackey, Joshua D.	Police Officer 1	Class Change	06/10/15
*Martin, Christian M.	Police Officer 1	Class Change	06/10/15
*Martino III, Eugene L.	Police Officer 1	Class Change	06/10/15
*McGinnis, Patrick S.	Police Officer 1	Class Change	06/10/15
*McKellar, Coleman M.	Police Officer 1	Class Change	06/10/15
*Nelms, Matthew R.	Police Officer 1	Class Change	06/10/15
*Oakley, Craig A.	Police Officer 1	Class Change	06/10/15
*Oden, George H.	Police Officer 1	Class Change	06/10/15
*Phelps, Michael W.	Police Officer 1	Class Change	06/10/15
*Raynore Jr, Ronald	Police Officer 1	Class Change	06/10/15
*Reid, Nakia C.	Police Officer 1	Class Change	06/10/15
*Rowlett, Steven G.	Police Officer 1	Class Change	06/10/15
*Russett, Daniel J.	Police Officer 1	Class Change	06/10/15
*Salazar, Jose L.	Police Officer 1	Class Change	06/10/15
*Seidl, Jonathan P.	Police Officer 1	Class Change	06/10/15
*Smith Jr, Randall G.	Police Officer 1	Class Change	06/10/15
*Smith, David M.	Police Officer 1	Class Change	06/10/15
*Spadavecchia, Leonard M.	Police Officer 1	Class Change	06/10/15
*Spees, Benjamin L.	Police Officer 1	Class Change	06/10/15
*Taylor Jr, Melvin D.	Police Officer 1	Class Change	06/10/15
*Teague, Barrett C.	Police Officer 1	Class Change	06/10/15
*Tyree, John R.	Police Officer 1	Class Change	06/10/15

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>POLICE</u>			
*Ward, Keiara J.	Police Officer 1	Class Change	06/10/15
*Valdez, Christopher L.	Police Officer 1	Class Change	06/10/15
*Wilson, Albert P.	Police Officer 1	Class Change	06/10/15
*Wood, Brandon L.	Police Officer 1	Class Change	06/10/15
*Wuethrich, Sean M.	Police Officer 1	Class Change	06/10/15
Edwards, Sara L.	Police Operations Assistant 1	New Hire	06/16/15
Menzies, Courtney Y.	Police Operations Assistant 1	New Hire	06/01/15
Suever, Jill M.	Police Operations Coordinator 2	Promotion	06/01/15
Williams, Ronald G.	Police Operations Coordinator 2	Promotion	06/01/15
Harrison Jr, Larry D.	Police Security Guard 1	New Hire	06/16/15

\*Class Change from Police Officer Trainee to Police Officer 1

PUBLIC LIBRARY

Elsasser, Candice M.	Circulation Assistant 1	New Hire	06/07/15
Rocha, Carolina C.	Circulation Assistant 1	New Hire	06/07/15
Smith, Brian E.	Circulation Assistant 1	New Hire	06/21/15
*Terfinko, Emma C.	Circulation Assistant 1	Transition - Civil Service	06/21/15
^McElrath-Prosser, Angela G.	Finance Administrator	Promotion/Dept Transfer	06/21/15
Little-Taylor, Raemona S.	Program Specialist 1	New Hire	06/21/15

\*Transition to Civil Service from Part Time status

^Department Transfer from Finance (Finance Officer 3, SR12) to Library (Finance Administrator, SR13)

PUBLIC WORKS

Basham, Brandon J.	Equipment Operator 2	Promotion	06/22/15
Shadowens, Jason L.	Equipment Operator 2	Promotion	06/22/15
Allen Jr, Kenneth R.	Maintenance & Repair Worker 1	New Hire	06/23/15
Kestner, Randall E.	Maintenance & Repair Worker 1	New Hire	06/23/15
Porter Jr., David L.	Maintenance & Repair Worker 1	New Hire	06/08/15
Ragland, Thomas R.	Maintenance & Repair Worker 1	New Hire	06/23/15
Tisdale, Malcolm J.	Maintenance & Repair Worker 1	New Hire	06/23/15
Jamison, Cory Q.	Signal Tech 2	Re-Hire	06/22/15
Reid, Donald L.	Special Projects Manager	Promotion	06/08/15
Hirtzer, Michael J.	Technical Specialist 2	Promotion	06/08/15
Manlove, Richard A.	Technical Specialist 2	Promotion	06/08/15
Rutledge Jr, Howard M.	Technical Specialist 2	Promotion	06/08/15
Jackson, Marcus D.	Technical Specialist 2	Promotion	06/08/15

SHERIFF

Biggs II, Gary W.	Correctional Officer 2	Promotion	05/31/15
Fields, Demetria Y.	Correctional Officer 2	Promotion	05/31/15
Irvine, Jared W.	Correctional Officer 2	Promotion	05/31/15
Lugg, Andrew M.	Correctional Officer 2	Promotion	05/31/15
Rumsey, Amber M.	Correctional Officer 2	Promotion	05/31/15
Steward, Richard J.	Correctional Officer 2	Promotion	05/31/15
Cole, Kevin V.	Correctional Officer Lieutenant	Promotion	06/28/15

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>WATER SERVICES</u>			
*Ray, James R.	Administrative Services Officer 3	Vol Reduction In Grade	06/30/15
Bonugli, Kareem R.	Engineer In Training	New Hire	06/06/15
Edmonds, Matthew B.	Indust Electrician 1	New Hire	06/06/15
Miller, Cynthia S.	Info Systems App Analyst 3	Promotion	06/06/15
Trimble, Violet M.	Office Support Rep 3	New Hire	06/06/15
^Winston, Yawana L.	Service Rep 2	Promotion/Dept Transfer	06/06/15
Barrett, Michael W.	Treatment Plant Tech 1	New Hire	06/20/15
Scott Jr, Phillip W.	Treatment Plant Tech 1	New Hire	06/20/15
**Spurlock, James M.	Treatment Plant Tech 1	Promotion/Dept Transfer	06/20/15
Hoover, Ricky A.	Water Maintenance Leader 2	Promotion	06/06/15
McElhiney, Kyle S.	Water Maintenance Leader 2	Promotion	06/06/15

\*Voluntary reduction in grade from Customer Services Manager (SR12) to ASO 3 (SR10)

^Department Transfer from Police (Police Operations Assistant 2, SR5) to Water (Service Rep 2, SR7)

\*\*Department Transfer from Sheriff (Correctional Officer, CO1) to Water (Treatment Plant Tech 1, TG8)

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

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
McCord, Donyelle	Emer Telecommunications Off 1	Resignation	ECC	05/21/15
Cathey, Laura L.	Information Systems Advisor 1	Resignation	Finance	05/27/15
Shannon Sr., Charles L.	Fire Commander	Pension	Fire	06/30/15
Dye, Dorris A.	Fire Engineer	Pension	Fire	05/31/15
Hasty, Mark E.	Fire Engineer	Pension	Fire	06/17/15
Thomas, Allison K.	Fire Services Deputy Director	Pension	Fire	05/29/15
Wright, Daniel R.	Paramedic 2	Dismissal	Fire	05/22/15
Stephens, Dianna	General Services Assistant Director	Pension	General Services	06/16/15
Patterson, Mark S.	Information Systems Advisor 1	Pension	General Services	06/12/15
Shoemaker, Matthew J.	Information Sys Oper Analyst 2	Resignation	ITS	06/17/15
Omilianowski, Stephen J.	Information Systems Advisor 1	Resignation	ITS	05/22/15
Mann, Robert A.	Information Systems Advisor 2	Resignation	ITS	06/16/15
Riley, Lauren E.	Senior Internal Auditor	Resignation	Internal Audit	05/29/15
Hudgens, Don T.	Bldg. Maintenance Lead Mechanic	Resignation	Parks	06/15/15
Thompson, Chase T.	Maintenance & Repair Worker 3	Resignation	Parks	05/22/15
Bays, Michael L.	Parks & Recreation Assistant Dir.	Pension	Parks	05/29/15
Gregory, Hunter R.	Recreation Leader	Resignation	Parks	06/04/15
Ratz, Rebecca R.	Technical Specialist 1	Resignation	Parks	06/01/15
Bishop, Jeb E.	Computer Operator 2	Resignation	Police	06/26/15
Kongsaysy, Candra D.	Human Resources Analyst 1	Resignation	Police	06/19/15
Vasandani, Priya T.	Info Systems App Analyst 3	Resignation	Police	06/16/15
Henning, Nicholas T.	Police Officer 1	Resignation	Police	06/15/15
Bowling, Daniel J.	Police Officer 2	Resignation	Police	06/12/15
Cayton, Daniel J.	Police Officer 2	Resignation	Police	06/05/15
Fuqua Jr, James O.	Police Officer 2	Pension	Police	06/11/15
Huffmaster, Clifton E.	Police Officer 2	Resignation	Police	05/28/15
Johnson, Michael J.	Police Officer 2	Resignation	Police	05/28/15
Oden, Seth A.	Police Officer 2	Resignation	Police	05/27/15
Perez, David	Police Officer 2	Resignation	Police	06/19/15
Thomas Sr., Aaron	Police Officer 2	Pension	Police	06/30/15

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
McCormick, Kara Dawn	Police Operations Assistant 1	Resignation	Police	06/11/15
Chick, Twana D.	Police Sergeant	Pension	Police	06/30/15
Cothran, Scott Anderson	Police Sergeant	Resignation	Police	06/26/15
Mohamed, Hana A.	Circulation Assistant 1	Resignation	Public Library	05/31/15
Minor Harris, Delisa A.	Circulation Supervisor	Resignation	Public Library	06/01/15
Palombo, Christopher R.	Office Support Rep 2	Resignation	Public Library	06/17/15
Smith, Evelyn C.	Office Support Rep 3	Pension	Public Library	05/29/15
Gill, Victor V.	Engineer In Training	Resignation	Public Works	05/27/15
Medlen, Jerramie A.	Maintenance & Repair Worker 1	Resignation	Public Works	06/19/15
Chapman, Jesse W.	Sanitation Worker	Resignation	Public Works	06/03/15
Wilkerson, Robert L.	Signal Tech 3	Pension	Public Works	05/29/15
Davis, Richard L.	Correctional Officer 2	Resignation	Sheriff	06/12/15
Goodrich, Adam L.	Correctional Officer Lieutenant	Resignation	Sheriff	06/18/15
Hughes, Justin T.	Customer Services Field Rep 2	Resignation	Water Services	06/03/15
Gryll, Lee N.	Info Systems App Analyst 3	Pension	Water Services	06/01/15
Swanigan, Toni N.	Office Support Specialist 2	Resignation	Water Services	06/02/15
Poteet, Larry D.	Treatment Plant Shift Operator	Pension	Water Services	05/29/15
Madden, James R.	Treatment Plant Tech 3	Pension	Water Services	06/10/15

**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>
Equipment Servicer	General Service	6	Open	06/08/15	A
IS Operations Technician 2	ITS	1	Dept	06/02/15	E
Facilities Manager	Parks & Rec	10	Dept	06/02/15	E
Water Maintenance Leader 2	Water	4	Open	06/04/15	E
Industrial Electrician 1	Water	13	Open	06/04/15	E
Police Crisis Counseling Supervisor	Police	2	Dept	06/08/15	E
Administrative Services Manager	General Service	8	Open	06/08/15	E
Information Systems Manager	ITS	1	Dept	06/08/15	E
Equipment Mechanic Leader	General Service	6	Dept	06/08/15	A
Info Systems Applications Analyst 3	Water	40	Open	06/10/15	E
Circulation Assistant	Library	238	Open	06/10/15	E
E-911 Dispatcher	ECC	30	Open	06/11/15	E
Information Systems Operations Analyst 2	ITS	62	Open	06/11/15	E
Parks & recreation Assistant Director	Parks & Rec	4	Dept	06/16/15	E
Administrative Services Officer 3	Police	1	Dept	06/16/15	E
Service Representative 2	Water	232	Open	06/17/15	A
Administrative Services Officer 2	Codes	2	Dept	06/17/15	E
Finance Officer 3	Finance	35	Open	06/18/15	E
Signal Technician 2	Public Works	6	Open	06/19/15	E
Program Specialist 1	Library	65	Open	06/19/15	E
Info Systems Applications Analyst 3	ITS	2	Dept	06/19/15	E
Office Support Representative 3	Water	409	Open	06/22/15	A
Historic Preservationist 1	Historical Com	98	Open	06/24/15	A
Correctional Officer 1	Sheriff's Office	47	Open	06/24/15	E
Program Supervisor	Library	51	Open	06/24/15	E



ELIGIBILITY REGISTER REPORT

<u>CLASSIFICATION</u>	<u>DEPT</u>	<u>ON LIST</u>	<u>TYPE</u>	<u>DATE</u>	<u>ESTABLISH/ABOLISH</u>
Program Specialist 3	Library	51	Open	06/24/15	E
Office Support Representative 3	Library	146	Open	06/25/15	E
Computer Operator 2	Police	154	Open	06/26/15	A
Administrative Services Officer 1	Arts Commission	76	Open	06/26/15	E
Security Officer Coordinator	Library	122	Open	06/30/15	E
Information Systems Assistant Director	ITS	1	Dept	06/30/15	E

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

DEPARTMENTAL ITEMSARTS COMMISSION

- ( 1: **Exec. Director Jennifer Cole, represented by Ms. Paula Roberts and Ms. Rebecca Berry, requests approval to Hire Above Midpoint Ms. Cecilia Olusola Tribble, ASO1 – PS1.**

Ms. Berry said when the position of Project Specialist 1 was vacated, the classification was reclassified as Administrative Service Officer 1 (ASO1). Making the change will align the position in with the same classifications within the department. The previous starting salary (PS1) is above midpoint for Administrative Services Officer 1 (ASO1).

The position is responsible for a wide range of programs which include grants, microfunding and special events. In addition, the role requires direct work with artist's cultural organization, especially those in under-served communities. The ASO1 position will also oversee a program called THRIVE.

Ms. Tribble was the most qualified candidate and would begin on July 15th pending approval. She has an advance degree in arts and community as well as a wide range of experience in arts, social service and managing artist-initiated programs and projects.

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

BEER BOARD

- ( 2: **Executive Director Jackie Eslick requested approval for Leave from Civil Service status from July 1, 2015 to June 30, 2016.**

Executive Director Jackie Eslick said the request is to continue leave from Civil Service and to serve the Beer Board as Executive Director from July 1, 2015 to June 30, 2016. This is a non-Civil Service position.

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

**EMERGENCY COMMUNICATIONS CENTER**

- ( 3: Director Dwayne Philips requests approval to change the departmental policies.

Human Resources Director Veronica Frazier said this matter would be removed from the agenda until the new Director is hired at ECC. It was recommended to wait until the new Director could review the proposed changes.

***ACTION: This was item was removed until a new Director has been appointed and review the department's policies.***

**PLANNING COMMISSION**

- ( 4: Executive Director Doug Sloan, requested approval of Leave from Civil Service status for Ms. Lou Edwards to work in a grant funded position within the Metro Planning division from August 1, 2015 to July 31, 2016.

Mr. Jeffrey Leach represented Executive Director Doug Sloan who said Ms. Edwards will continue as an Administrative Assistant in the grant funded position through Regional Transportation Planning in conjunction with TDOT. Ms. Edwards has a number of years of experience (since 2010) in this field and is very knowledgeable of the day to day responsibilities of operations providing support to MPO and staff.

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

**PUBLIC LIBRARY**

- ( 5: Director Kent Oliver, represented by Ms. Sherry Adams, requested approval to change the following job descriptions:

- A. Library Associate 1
- B. Library Associate 2

Ms. Adams said the request is to eliminate the term "no substitution" and add customer service because they are in need of employees that have customer service experience.

***MOTION: After some discussion, Commissioner North moved to approve the above request. 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:

- ( 6: Request to Revise / Update Job Description - Correctional Officer I - for the Davidson County Sheriff's Office

HR Director Veronica Frazier said this item has been removed by request of the Sheriff's Office for further review.

***ACTION: The Sheriff's Office would like more time to consult with Metro Legal and have a better resolution with the job description changes.***



**( 7: Request to modify Policy 5.7 C-I, Exempt Overtime Pay (in Emergency Situations) and to designate specific classifications as Exempt Overtime Eligible**

Director Terry Cobb of Metro Codes said the request is to allow exempt employees overtime pay in emergency situations. As Nashville continues to grow, the city is currently seeing a record number of requests to review plans and issue permits. Plans Examiners who review plans for compliance are exempt employees and are not eligible for overtime. Currently, there is a need to hire more employees to assist with the work load but the options are not as viable with the city's current demand due to the time it takes to hire and train people.

Mr. John Kennedy from Water Services said Water Services is in the same situation as Codes. They have to review all development plans from storm water perspective plus the water sewer infrastructures. As mentioned, numbers are extremely high in terms of work load. There are some options such increase the size of staff but that isn't a short term solution due to hiring and training these people. Also, Water has tried to bring in outside resources (consultants) to do reviews but they are not familiar with Metro's regulations. So the best solution is to allow employees who are already trained and skilled in this type work be compensated for overtime. Mr. Taylor mentioned the six month sunset in order to work through this particular process. Commissioner North said it would be good to have a time limit. Chairman Farmer said to bring this matter back in six months.

**MOTION:** *After some discussion, Commissioner North moved to approve Policy 5.7 C-I Exempt Overtime Pay (in Emergency Situations) with a six month limit and designate specific classifications as Exempt Overtime eligible. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

**( 8: Review of "Agreed Order of Dismissal" – Shane McCormick, Police – Grievance**

Police Officer Shane McCormick filed a grievance through MNPD regarding threes areas of concern: (1) Administrative Assignment to the lobby of the Criminal Justice Center; (2) Ability to obtain overtime and (3) Departmental policy regarding discipline for use of profanity. He went through the departmental grievance process and was denied. Officer McCormick then made an appeal to the Civil Service Commission where the case was assigned to Administrative Law Judge Ann Johnson. Metro Attorney Jennifer Cavanaugh represented Metropolitan Government Police Department and Attorney Daphine Davis represented Officer McCormick.

The case had not yet been scheduled when Attorney Davis notified the Metro Police Department that the grievant Shane McCormick wished to withdraw his appeal under docket number 43.02-130339J. By this request, Administrative Law Judge Ann Johnson issued an "Agreed Order of Dismissal" on May 22, 2015 ordering the matter to be dismissed.

Metro Attorney Jennifer Crim and Attorney Daphine Davis were present before the Commission to discuss the case.

**MOTION:** *After some discussion, Vice-Chairman Corbitt moved to approve the Agreed Order to Dismiss in the matter of Shane McCormick. Seconded by Commissioner Sanders and the Commission approved without objection.*

**( 9: Leave from Civil Service Status for Ms. Christina Mayo, Human Resources**

HR Manager, Mike Taylor said the request is to approve Leave from Civil Service for Ms. Mayo so that she may continue working as a part-time employee in the Benefits division. She has worked in this capacity since May 2001. The effective date would be from June 1, 2015 to May 31, 2016.

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

**( 10: Report on Benefit Board Election Results – Retired Employee Representative**

HR Analyst Seth Waltenbaugh said the election was publicly announced to elect a representative for the employees who are retired from Metro. During April and May, letters were mailed to all disability and service pensioners to notify them of the eligibility to become a candidate and / or vote in the election. The deadline to qualify was April 22, 2015. Only one petition was submitted and qualified. Current B.R. Hall, Sr. represents retirees. He submitted the qualifying petition that was unopposed and declared the winner. He will serve another three year term in this position.

**ACTION:** *This was for a report only.*

**( 11: Administrative Law Judge Hearing Calendar**

Chairman Farmer thanked Ms. Sorrow and the Human Resources Department for the Administrative Hearing Calendar. The calendar provides a record of the hearings that have been or will take place through the Administrative Procedures Division (APD) at the State of Tennessee. The schedule will continue to be sent as it is updated.

**ACTION:** *This was for a report only.*

**( 12: Human Resources Updates**

HR Director Veronica Frazier said HR Manager Mike Taylor recently transferred from the Public Works to the Human Resources Department. He will oversee the HR Analysts within the department. Ms. Frazier also said July 23<sup>rd</sup> marked the beginning of Metro Employee Consolidated Charities Campaign with a golf scramble led by Les Bowron at the McCabe golf course. It brought in approximately \$6,967.00.

**ACTION:** *This was for a report only.*

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

There were none.

**ACTION:** *This was for a report only.*

**LATE ITEM:****(1: Codes Administration requests to Hire Above Base Metro Attorney Jon Michael, as Special Assistant to the Director.**

Codes Director Terry Cobb said the department is requesting that Mr. Michael be hired in as a Special Assistant to the Director at the level of SR13 effective July 20, 2015. Mr. Michael who is currently an Attorney with the Metro Legal Department (since 2006) will transition into his new position at the rate of \$82,358.80. The position is a lower classification but continues to be at the same rate of pay at this amount.

Mr. Michael has worked with the Board of Zoning Appeals, Planning Commission, Historic Zoning Commission, Property Standards Divisions of Codes and other agencies who work in land use areas. He will be in an administrative position and will perform various analytical duties that pertain to zoning and land use development. It was felt that his knowledge, skills and past experience in this field made him the best candidate for the position.

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

With nothing further, the regular meeting adjourned at 9:15 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**