



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

November 10, 2015

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, 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 or corrections to the regular **October 13, 2015 meeting.** Hearing none, he asked for a motion. Commissioner North moved to accept the regular minutes as submitted. Seconded by Vice-Chairman Corbitt.

Chairman Farmer also stated there were Public Hearing Minutes that needed to be approved. He asked if there were any amendments or corrections to the **October 13, 2015 Public Hearing Minutes.** Hearing none, Commissioner North moved to approve. Seconded by Vice-Chairman Corbitt moved to accept the Public Hearing Minutes as submitted.

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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HUMAN RESOURCES ITEMS

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APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CODES ADMINISTRATION</u>			
Atwood, Jon	Plans Examiner 2	New Hire	10/26/15
Hall, Gary F.	Plumbing Inspection Chief	Promotion	10/12/15
Adcox Jr., David M.	Plumbing Inspector 1	New Hire	10/26/15

EMERGENCY COMMUNICATION CENTER

Quarles, Leah	Emer Telecommunications Supervisor	Promotion	09/26/15
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FINANCE

Romine, Stanley E.	Finance Assistant Director	Re-Employment	10/05/15
Hudson II, Flake T.	Finance Officer 2	New Hire	10/12/15
*Edwards, David A.	Finance Officer 3	Dept Transfer / Transfer - Civil Service	10/12/15

*Department Transfer from Planning (Planner 2, SR12) to Finance (Finance Officer 3, SR12)

GENERAL SERVICES

Reid, Tyler M.	Applications Technician 2	New Hire	09/28/15
Anderson, Michael L.	Office Support Specialist 1	Promotion	10/26/15

HUMAN RESOURCES

Watkins, Millicent D.	Administrative Services Officer 4	Promotion	10/14/15
Dejesus, David O.	Human Resources Analyst 1	New Hire	10/12/15
*Tullos, Jennifer M.	Human Resources Analyst 1	Department Transfer	10/26/15

*Department Transfer from Water to Human Resources

INFORMATION TECHNOLOGY SERVICE

Anderson, John B.	Info Systems Communication Analyst 2	Promotion	09/26/15
Quinn, William J.	Info Systems Division Manager	New Hire	09/26/15
Vicars, Michael L.	Information Systems Oper Analyst 1	Promotion	09/26/15
Mayo, Leslie M.	Information Systems Oper Analyst 3	New Hire	10/10/15
Rivers, Kenneth B.	Information Systems Advisor 1	Promotion	09/26/15
Thorson II, Thomas A.	Information Systems Advisor 1	Promotion	09/26/15
Walls, James G.	Information Systems Advisor 1	New Hire	09/26/15

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
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JUVENILE COURT

Myers, Thomas J.	Office Support Representative 3	New Hire	10/26/15
*Kostrub, William M.	Warrant Officer 2	Demotion	10/12/15

*Demotion from Administrative Services Manager, SR13 to Warrant Officer 2, SR9

PARKS

Sheffield Jr, Darrell L.	Maintenance & Repair Worker 1	New Hire	09/25/15
Gregory, Matthew K.	Maintenance & Repair Worker 2	Promotion	09/18/15
Adfield, Misty L.	Parks & Recreation Superintendent	Promotion	10/09/15
*Deas, Cassie R.	Recreation Leader	Transition - Civil Service	10/01/15
*Williams, Sabrina Y.	Recreation Leader	Transition - Civil Service	10/01/15

*Transition to Civil Service from Part Time status

POLICE

Ragnauth Jr., Rudolph	Computer Operator 2	New Hire	10/01/15
Kent, Monica J.	Crime Lab Forensic Scientist 3	New Hire	10/01/15
Kent, Ryan P.	Crime Lab Forensic Scientist 3	New Hire	10/01/15
*Tilley, Sharon L.	Crime Lab Forensic Technician	Class Change/Lateral	10/16/15
Perry, Daniel Kyle	Info Systems Applications Analyst 3	Re-Hire	10/01/15
Bibb, Travis A.	Office Support Specialist 2	Promotion	10/16/15
Yazdani, Holly S.	Office Support Specialist 2	Promotion	10/16/15
Scott, Sara C.	Police Crisis Counselor 2	New Hire	10/16/15
^Fentress, Karen A.	Police Operations Coordinator 1	Transition - Civil Service	10/01/15

*Class Change from Crime Scene Technician 1, SR9 to Crime Lab Forensic Technician, SR9

^Transition to Civil Service from Temporary status

PUBLIC LIBRARY

Lane, Jennifer B.	Administrative Services Officer 4	Promotion	09/27/15
Dickens, Katie E.	Circulation Assistant 1	New Hire	09/27/15
Jones, Saskia P.	Circulation Assistant 1	New Hire	09/27/15
*Miller, Kerry M.	Circulation Assistant 2	Vol Reduction in Salary Grade	10/11/15
Lovelace, John D.	Library Manager 2	New Hire	09/27/15

*Voluntary Reduction in Grade from Circulation Supervisor (SR6) to Circulation Assistant 2 (SR5)

PUBLIC WORKS

Mackall, Timothy A.	Compliance Inspector 1	Promotion	10/26/15
Smiley II, Leo B.	Compliance Inspector 1	Promotion	10/26/15
Gardner, Denika N.	Customer Service Field Rep 1	New Hire	10/27/15
*Alexander, Pamela D.	Equipment Operator 2	Department Transfer/Promotion	10/25/15
*Cheatham, Charles	Equipment Operator 2	Department Transfer/Promotion	10/11/15
Thomas, Dalton B.	Equipment Operator 2	Promotion	10/26/15
Walters, Jeffy W.	Equipment Operator 2	New Hire	10/27/15
Hodges, Dwayne A.	Equipment Operator 3	Promotion	10/13/15
^Russell, Samuel H.	Equipment Operator 3	Department Transfer/Promotion	10/25/15
Bowen, Michael R.	Maintenance & Repair Worker 1	New Hire	10/13/15

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PUBLIC WORKS</u>			
Cantrell, Christopher J.	Maintenance & Repair Worker 1	Re-Hire	10/13/15
Lane, William B.	Maintenance & Repair Worker 1	New Hire	10/13/15
Shadowens, Jeffrey N.	Maintenance & Repair Worker 1	New Hire	10/13/15
Sutton, William L.	Maintenance & Repair Worker 1	New Hire	10/13/15
Wade Jr., Reginald E.	Maintenance & Repair Worker 1	New Hire	10/13/15
Woodall, David A.	Maintenance & Repair Worker 1	New Hire	10/13/15
Johnson, Derrick S.	Sanitation Worker	New Hire	10/27/15

*Department Transfer from Parks (M&R Worker 3, TG6) to Public Works (Equipment Operator 2, TG7)

^Department Transfer from Parks (M&R Worker 3, TG6) to Public Works (Equipment Operator 3, TG8)

SHERIFF

Arroyo-Perez, Juan C.	Correctional Officer 1	New Hire	10/01/15
Bennett, Lepolden C.	Correctional Officer 1	New Hire	10/01/15
Bryant Jr, David D.	Correctional Officer 1	New Hire	10/01/15
Cannon Jr, Harold E.	Correctional Officer 1	New Hire	10/01/15
Cochran, Rene S.	Correctional Officer 1	New Hire	10/01/15
Collier, Tyrone J.	Correctional Officer 1	New Hire	10/01/15
Cromer, Andrew R.	Correctional Officer 1	New Hire	10/01/15
Douglas, Anthony L.T.	Correctional Officer 1	New Hire	10/01/15
Dunivan, Katrina L.	Correctional Officer 1	New Hire	10/01/15
Ferguson, Derrick B.	Correctional Officer 1	New Hire	10/01/15
Fisher, Latavia H.	Correctional Officer 1	New Hire	10/01/15
Griffy, Jarrod J.	Correctional Officer 1	New Hire	10/01/15
Harris, Douglas M.	Correctional Officer 1	New Hire	10/01/15
*Hensley, Seith E.	Correctional Officer 1	Vol Reduction In Salary Grade	09/27/15
Jabali El, Atif	Correctional Officer 1	New Hire	10/01/15
Kesler, David L.	Correctional Officer 1	New Hire	10/01/15
Ledezma, Elio	Correctional Officer 1	New Hire	10/01/15
List, Eric L.	Correctional Officer 1	New Hire	10/01/15
McLaurine, Latonia P.	Correctional Officer 1	New Hire	10/01/15
Newman, Derrick B.	Correctional Officer 1	New Hire	10/01/15
Noah, Jeffrey D.	Correctional Officer 1	New Hire	10/01/15
Reilly, Brendan J.	Correctional Officer 1	New Hire	10/01/15
Robertson, Telina A.	Correctional Officer 1	Re-Hire	10/01/15
Saggs, Tyler C.	Correctional Officer 1	New Hire	10/01/15
Smith, Monique K.	Correctional Officer 1	New Hire	10/01/15
Smith, Steven B.	Correctional Officer 1	New Hire	10/01/15
Steen, Jacob L.	Correctional Officer 1	New Hire	10/01/15
Terwilliger, Patrick A.	Correctional Officer 1	New Hire	10/01/15
Wickware, Timika E.	Correctional Officer 1	New Hire	10/01/15
Williams, Ratavious L.	Correctional Officer 1	New Hire	10/01/15
Wright, Consondra D.	Correctional Officer 1	New Hire	10/01/15
Yarbrough, James L.	Correctional Officer 1	New Hire	10/01/15
Chaney, Bobbie D.	Correctional Officer 2	Promotion	10/18/15
Claiborne, Lynetta S.	Correctional Officer 2	Promotion	10/18/15
Fiddler, Casey B.	Correctional Officer 2	Promotion	10/18/15
Kobulnicky, Matthew R.	Correctional Officer 2	Promotion	10/18/15
Lintz, Bobby L.	Correctional Officer 2	Promotion	10/18/15
Jones, Jeremy S.	Correctional Officer Sergeant	Promotion	10/18/15

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

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>WATER SERVICES</u>			
*Fedun, Joseph P.	Compliance Inspector 1	Re-Classification	09/26/15
Cunningham, Steven	Engineering Technician 3	Promotion	09/26/15
Elmore, Gregory A.	Engineering Technician 3	Promotion	10/10/15
Kelley, Lynda L.	Engineering Technician 3	New Hire	10/10/15
Nelson, Sylvester L.	Engineering Technician 3	New Hire	10/24/15
Darnell, David L.	Equipment Operator 2	New Hire	09/26/15
McKinley, Jackie L.	Equipment Operator 2	Re-Hire	09/26/15
Pearson, James K.	Equipment Operator 2	New Hire	09/26/15
Taye, Seleshi T.	Equipment Operator 2	New Hire	09/26/15
Ferrari, Peter M.	Industrial Maintenance Supervisor 2	Promotion	10/10/15
Huckaby, Randy H.	Industrial Maintenance Supervisor 2	Promotion	10/10/15
Hudgens Jr., Charles D.	Industrial Maintenance Supervisor 2	Promotion	10/10/15
Potts, Jeffery A.	Industrial Maintenance Supervisor 2	Promotion	10/10/15
Travers, Donald J.	Industrial Maintenance Supervisor 2	Promotion	10/10/15
Binkley, Rose A.	Office Support Specialist 2	Promotion	09/26/15
Brunton, Sarah M.	Office Support Specialist 2	Promotion	09/26/15
Houston, Tracey D.	Office Support Specialist 2	Promotion	10/10/15
White, Katherine B.	Office Support Specialist 2	Promotion	10/10/15
Gupton, Chad E.	Treatment Plant Technician 1	New Hire	10/24/15
Shelton, Justin D.	Water Maintenance Technician 2	New Hire	10/24/15

*Reclassification from Skilled Craft Worker to Compliance Inspector due to a Job Audit

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

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Castleberry, Jeffrey C.	Property Standards Insp Chief	Pension	Codes	10/09/15
Alexander, Shacarolyn S.	Emer Telecommunications Off 1	Dismissal	ECC	10/16/15
Ridley, Candace A.	Emer Telecommunications Off 1	Resignation	ECC	10/15/15
Collins, Noah	Emer Telecommunications Off 2	Resignation	ECC	10/09/15
Harris, Cordelia A.	Emer Telecommunications Off 4	Pension	ECC	09/25/15
Brown, Theresa M.	Emer Telecommunications Supv.	Pension	ECC	10/23/15
Moncrief, Justin C.	Info Systems App Analyst 3	Resignation	ECC	09/18/15
Brewer, Bobbie L.	Office Support Specialist 2	Pension	ECC	09/23/15
Binkley, Julia R.	Application Technician 1	Dismissal	Finance	10/09/15
Faircloth, Donna Sue	Emerg Medical Technician 2	Pension	Fire	10/03/15
Thomas, Randall B.	Fire Captain	Pension	Fire	09/24/15
Knight, John R.	Fire Fighter 2	Pension	Fire	10/03/15
Prater, Larry P.	Fire Fighter 2	Pension	Fire	09/19/15
Barber, Phillip D.	Fire Marshal-Assistant	Pension	Fire	09/21/15
Driver, Janelle G.	Paramedic 2	Pension	Fire	10/15/15
Burton, Laura D.	Information Systems Advisor 2	Resignation	General Services	10/09/15
Jackson, Jerry W.	Maintenance & Repair Worker 3	Pension	General Services	10/22/15
Poole, Diane G.	Info Systems App Analyst 3	Pension	ITS	10/09/15

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Ejiofor, Kenekukwu	Info Systems Apprentice	Resignation	ITS	10/09/15
Childs, Jeremy M.	Naturalist 2	Resignation	Parks	09/24/15
Bailey, Shetika C.	Recreation Leader	Resignation	Parks	10/06/15
Hardin, Macarey T.	Recreation Leader	Resignation	Parks	10/01/15
Jones, Gina R.	Recreation Leader	Dismissal	Parks	09/21/15
Clark, Patricia McCanless	Administrative Assistant	Resignation	Police	09/23/15
Daniel, Joe K.	Armorer	Pension	Police	10/15/15
Bell, Jerry W.	Police Officer 2	Resignation	Police	09/29/15
Santana, Florentino	Police Officer 2	Pension	Police	09/30/15
Sinchai, Wisarut	Police Officer 2	Resignation	Police	10/07/15
Stewart, Ricky L.	Police Officer 2	Pension	Police	10/04/15
Wiggs, Tina Marie	Police Officer 2	Resignation	Police	09/17/15
Menzies, Courtney Y.	Police Operations Assistant 1	Resignation	Police	09/24/15
Perez, Yesenia	Police Operations Assistant 1	Resignation	Police	09/25/15
Willis, Kimberly K.	Police Operations Coordinator 2	Resignation	Police	10/06/15
Bradford, Jane F.	Circulation Assistant 1	Resignation	Public Library	10/03/15
Sanders, Rosalind	Circulation Assistant 2	Pension	Public Library	10/02/15
Thomas Jr, Vernon D.	Equipment Operator 3	Pension	Public Works	10/09/15
Brown, Keturah L.	Correctional Officer 1	Resignation	Sheriff	10/01/15
Ghulam, Danielle S.	Correctional Officer 1	Resignation	Sheriff	10/20/15
Green, Edward D.	Correctional Officer 1	Resignation	Sheriff	10/06/15
Hawkins, Caylan M.	Correctional Officer 1	Resignation	Sheriff	10/11/15
Holden, Edward S.	Correctional Officer 1	Resignation	Sheriff	10/12/15
Holt III, Joseph E.	Correctional Officer 1	Resignation	Sheriff	09/27/15
Leibach, Benjamin J.	Correctional Officer 1	Resignation	Sheriff	10/23/15
Hope, Charles E.	Correctional Officer 2	Resignation	Sheriff	09/21/15
Smith, Katherine	Correctional Officer 2	Pension	Sheriff	10/02/15
Murphy, Jennifer L.	Social Worker 2	Resignation	Social Services	10/02/15
Wilburn, Eugene C.	Equipment Operator 2	Resignation	Water Services	10/15/15
Elliott, James L.	Industrial Maintenance Supv. 2	Pension	Water Services	10/12/15
Jones, Johnathan J.	Water Maintenance Tech 2	Resignation	Water Services	10/21/15

MOTION: After some discussion, Vice-Chairman Corbitt 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>ESTAB/ABOLISH</u>
Engineering Tech 3 - Water Engineering	Water	27	Open	10/01/15	E
Equipment Operator 2 - Dump Truck	Water	17	Open	10/02/15	E
Plans Examiner 2	Codes Admin.	18	Continuous	10/02/15	E
Police Operations Assistant 1	Police	142	Continuous	10/05/15	E
Finance Officer 2 - Treasury	Finance	35	Open	10/06/15	E
IS Operations Analyst 2 - Juvenile Court	Juvenile Court	40	Open	10/06/15	E
Plumbing Inspector 1	Codes Admin	16	Continuous	10/07/15	E
Treatment Plant Technician 1	Water	131	Open	10/07/15	E
Engineering Technician 3 - Stormwater	Water	28	Open	10/07/15	E
Finance Officer 3 - Revenue Analyst	Finance	62	Open	10/08/15	E
Correctional Officer Lieutenant	Sheriff	5	Dept	10/08/15	E
Police Operations Coordinator 1 - Case Prep	Police	4	Dept	10/09/15	E
General Services Division Mng. - Construction	General Services	19	Open	10/09/15	E

ELIGIBILITY REGISTER REPORT

<u>CLASSIFICATION</u>	<u>DEPT</u>	<u>ON LIST</u>	<u>TYPE</u>	<u>DATE</u>	<u>ESTAB/ABOLISH</u>
Finance Officer 2 - Business Dev. & Outreach	Finance	35	Open	10/09/15	E
Plumbing Inspection Chief	Codes Admin	1	Open	10/13/15	E
Office Support Specialist 2 - Secondary Employment	Police	2	Dept	10/14/15	E
IS Operations Analyst 3	ITS	15	Open	10/14/15	E
Admin Services Officer 4 - Benefits & Pensions	Human Resources	3	Dept	10/14/15	E
Engineering Technician 3 - System Services	Water	22	Open	10/14/15	E
Compliance Inspector 2	Public Works	6	Dept	10/15/15	E
Maintenance & Repair Worker 3 - Parks	Parks	23	Open	10/15/15	E
Correctional Officer 1	Sheriff	12	Continuous	10/19/15	E
IS Applications Analyst 3 - Police	Police	9	Open	10/19/15	E
Administrative Assistant	Finance	242	Open	10/21/15	A
Office Support Spec 1 - Case Prep	Police	64	Open	10/21/15	E
Crime Lab Forensic Scientist 1 - Forensic Biology	Police	1	Dept	10/21/15	E
Maint & Repair Worker 3 - Carpenter Apprentice	Parks	17	Open	10/22/15	E
Crime Lab Quality Assurance Manager	Police	17	Continuous	10/22/15	E
Librarian 1 - Teens	Library	52	Open	10/23/15	E
Program Coordinator - Metro Archives	Library	50	Open	10/23/15	E
Office Support Representative 3	Juvenile Court	147	Open	10/27/15	E
Customer Service Representative 2	Water	94	Open	10/27/15	E
Zoning Examiner	Codes Admin	10	Open	10/27/15	E
Probation Officer 3	Juvenile Court	32	Open	10/28/15	E
Fire Assistant Chief - EMS	Fire	8	Dept	10/28/15	E
Fire Assistant Chief - Suppression	Fire	10	Dept	10/28/15	E
Police Sergeant	Police	44	Dept	11/10/15	E
Police Lieutenant	Police	53	Dept	11/10/15	E

MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the register report. 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:

(1: Review and Vote on "Ban the Box" from the Public Hearing held on October 13, 2015

Chairman Farmer began the meeting by saying a Public Hearing was held on October 13, 2015 to hear from those who were either in support or against "Ban the Box". The Water Services Department was concerned about not having the question on the application if a person had been convicted or arrested. It was also noted that any Police, Fire, Emergency Communication people or Public Safety departments would not be affected by Ban the Box. Further, it was understood that even if the box was banned and the applicant makes it to an interview, the appointing authority is free to ask any question concerning a criminal record. Finally, if the person makes it through the interview and is designated as a potential hire for Metro, there will be a full criminal background check regardless if the box is banned. HR Assistant Director Michael Taylor agreed.

Further, there was a recommendation made that a policy not be established but rather simply issue a directive to the Director of Human Resources, Veronica Frazier, to remove "Ban the Box" on the applications with exception of departments that are exempt such as Public Safety. HR's Asst. Director Michael Taylor said the rationale for this is to assure the job application is compliant. There may be changes in wording from time to time but the primary reason is that it allows the HR Director to be flexible without having to go back and change a policy.

Vice-Chairman Corbitt said he believes it makes sense to pursue this and noted if this was to be done as a policy change, he felt that the Commission should be cautious of the implications. He said that HR will need to meet with each Appointing Authority and look at the different positions that are categorized for requiring background checks. There are some departments that may need a supplemental application to go along with the initial employment application as questions have been removed. It is not known how long this would take to get done but at the same time it would be good to discuss if there are any changes that would need to be made when the department interviews an applicant. If there was a directive in place by the Commission, it would be to consider an effective date several months out to give everyone time to get it up to speed. Vice-Chairman Corbitt suggested that Human Resources move forward with this process and to be in close contact with the Legal Department as the directive is implemented. Director Frazier said the software needs only a few changes and cost would not be involved. She believes all of this could be done within a month but would like to send an email to communicate with the Department Heads and Field Reps as changes are made. Chairman Farmer said it was prudent that everyone be on the same page as this moves forward.

Previously, Water Services was unwilling to have "Ban the Box" removed from the application, but since that time, HR Asst. Director Michael Taylor told the Commission they have decided to support the change and that supplemental questions would be addressed. Commissioner North then said to make the change effective no later than January 1, 2016. Vice Chairman Corbitt said since the Commission is in agreement, he would like to request that HR keep track of data analysis and report back over the next twelve months with: (1) if there is any impact of change since the application policy was implemented and (2) if there is any unforeseen cost that occurred to the list and what that cost was at end of year.

Commissioner Sanders said she didn't see any reason to wait and believed this could move forward and have a report available at the next meeting in December. Director Frazier said they could provide a report at the next meeting but said her only concern was that major holidays were approaching (Thanksgiving, Christmas and New Year's) and people would be out of the office. Vice-Chairman Corbitt asked if everyone was in agreement as a Commission and would like to move forward with the "Fair Chance Employment" initial employment application. The commission said yes. He then said the directive would be that HR proceed to address the initial application, the supplemental, and if necessary, report back to the Commission on how long it will take to implement it and whether it's going to be online. Commissioner Sanders agreed with Commissioner North and asked that it be done no later than January 1, 2016. Chairman Farmer liked the change of name to "Fair Chance Employment" rather than ban the box and asked if there was a problem with that change. HR's Asst. Director Michael Taylor said no.

MOTION: After much discussion, Commissioner Sanders moved the Commission direct the Department of Human Resources to implement "Fair Chance Employment Initiative" to the application for all departments in Metro Government other than Public Safety Departments and that it is to be done no later than January 1, 2016. Seconded by Commissioner North and the Commission approved without objection.

Note: Commissioner Sanders said this sets an example for the city and perhaps private employers will follow suit.

(2: Request Waiver to Extend IOD in accordance with Civil Service Rule 4.8 – Period of Compensation for Paramedic Michael Mundy.

HR Analyst Stephen Cain and Paramedic Michael Mundy were present before the Commission. Mr. Cain stated that Mr. Mundy is a paramedic who sustained an injury on Duty (IOD) on August 30, 2012 after turning around in a break room and hearing a loud pop in his knee. A patient needed some assistance to be lifted when Mr. Mundy tore his ACL and mid-meniscus. Mr. Mundy was operated on October 11, 2012. The initial surgery did not provide an appropriate healing and a second surgery was required on May 18, 2015. Afterwards, a third surgery was required due to pain in his knee. Mr. Mundy has provided paper work on the summary of events. His IOD time expires on January 5, 2016 and requests a waiver to grant additional time (one month) for coverage through February 5, 2016.

MOTION: After some discussion, Commissioner North moved to approve one month of IOD for Mr. Mundy. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.

(3: **Request Waiver to Extend IOD in accordance with Civil Service Rule 4.8 – Period of Compensation for Police Officer Ala'n Jordan.**

HR Analyst Stephen Cain and Officer Ala'n Jordan were present before the Commission. Mr. Cain stated that Officer Jordan was injured on duty (IOD) on February 29, 2015 when he slipped and fell forward on a sidewalk covered with snow. A treating physician stated Officer Jordan had torn a hamstring muscle and injured his rotator cuff. The amount of time necessary to heal properly takes a series of months. Although the prognosis looks good from his doctor, his IOD time will run out by January 2016. He asked the Commission for an additional six (6) weeks.

MOTION: *After some discussion, Vice-Chairman Corbitt moved to approve an additional six (6) weeks of IOD for Mr. Jordan. Seconded by Commissioner North and the Commission approved without objection.*

(4: **Request Waiver to Extend IOD in accordance with Civil Service Rule 4.8 – Period of Compensation for Police Officer Justin Coyle.**

HR Analyst Stephen Cain and Officer Coyle were present before the Commission. Mr. Cain proceeded to explain that Officer Coyle received an injury on April 21, 2015 while struggling with a suspect during an arrest. Officer Coyle stated somewhere in the midst of the arrest he had somehow sustained a tear in his shoulder (tear to the labrum). He is now needing additional time to complete his therapy and hearing. IOD time expires November 16, 2015. Next appointment is December 3, 2015. The request is for an additional three (3) months to see his doctor and insure proper healing.

MOTION: *After some discussion, Commissioner Sanders moved to approve an additional three (3) months of IOD for Mr. Coyle. Seconded by Commissioner North and the Commission approved without objection.*

(5: **Review of Initial Order – Charles Yancey, General Services – Termination**

Charles Yancey, Administrative Services Manager, was terminated from his position at General Service effective September 3, 2015 for the following violations:

Civil Service Rules: #3 under 6.7 – Insubordination toward the supervisor; #5 – Neglect or disobedience to the lawful and reasonable orders given by a supervisor; #32 – Any failure of good behavior which reflects discredit upon himself, the department and/or the Metropolitan Government; #33 – Conduct unbecoming an employee of the Metropolitan Government; Civil Service Policy: 6.1 – Substance Abuse Policy VII – Consequences of a positive test (A) Refusal to Test – willful refusal to submit to a test, or any attempts to tamper with a test, is in violation of this policy and will be treated as a positive test. Refusal to submit may include failure to provide an adequate breath or urine sample for testing, unless medical reasons are confirmed.

Mr. Yancey submitted his letter to appeal his termination to the Commission. The case was then assigned to Administrative Law Judge, Kim Summers. Metro Attorney Jonathon Michael represented The General Services Department during the hearing. Mr. Michael was later offered a Civil Service position in the Codes Department and Ms. Emily Lamb from Metro Legal was assigned to complete the case. Mr. Yancey represented himself throughout the hearing.

The case was heard on January 29, 2015 by Judge Summers. After carefully reviewing the case, Judge Summers entered in an **Initial Order on June 30, 2015 Upholding General Services' action for Termination.** Mr. Yancey appealed with a petition for Reconsideration of the Initial Order through the Administrative Procedures Division on July 15, 2015. After further Review, Judge Summers denied the petition effective August 6, 2015.

Both Metro Attorney Emily Lamb and Mr. Yancey appeared before the Commission to discuss the case.

During the review, the Commission found there was not enough information in the record to say whether or not Mr. Yancey could or could not submit urine during the drug testing. It was suggested that Mr. Yancey never refused to test and could provided evidence (medication) that he had been using prescription drugs provided by his doctor(s) that could cause urinary issues. Chairman Farmer further stated that some documents regarding Mr. Yancey's case should have been explored more and therefore should be remanded back to the Administrative Law Judge for a new hearing.

MOTION: After much discussion, Vice-Chairman Corbitt moved to Remand the case back to Administrative Law Judge Kim Summers for a new hearing with instructions to consider additional medical proof that was admitted into evidence during the first hearing. Seconded by Commissioner Sanders and the Commission approved without objection.

(6: Pay Plan Update

HR's Assistant Director Michael Taylor stated there were meetings in the spring where John Kennedy provided updates concerning meetings with Deloitte. That information was previously brought to the Commission. The last Administration tried to do an across the board increase for most employees in Metro. Since that time, HR has been working with the departments and meeting with the Unions to review issues that were part of the recommendation from the Deloitte study. It is anticipated that additional information will be brought before the Commission in the next few months on the pay plan regarding revisions to job descriptions, title changes, and will have additional rule and policy changes.

There has been input from some departments and conversations with the Unions to make sure all issues have been addressed The question about compression. HR Asst. Director Michael Taylor said that has been addressed with the Unions. Commissioner Sanders asked if this information has been shared with the new Administration. HR Director Veronica Frazier said she has been in communication with the Mayor's Office and the new COO as well as the new Finance Director about implementing the recommendations from Deloitte. This will be brought to the Commission for review and consideration. She went on to say there is current costing data from July 2015 that will have to be aged.

ACTION: This was for a report only.

(8: Administrative Law Judge Hearing Calendar

Chairman Farmer thanked Ms. Sorrow for her work to maintain the Administrative Law Judge hearings. The calendar refers to appeals submitted by Metro employees. As changes occur, updates are made each month. A copy is sent to the State Administrative Procedures Division where a copy is provided for each Judge to evaluate their case.

ACTION: This was for a report only.

(9: Human Resources Updates

HR Director Veronica Frazier said a Metro Employee Service Celebration took place on November 5, 2015. Mayor Barry handed out certificates and pens to honor the 176 recipients that served the City of Nashville for approximately thirty (30) years or more. It was also noted the Human Resources Department had reached 100% participation in the MECCC campaign.

In Benefits, the 2016 Annual Benefit Enrollment received changes from 18,579 employees and pensioners along with new medical and vision provider contracts. Finally, Human Resources completed the promotional process for the Police Department on the following applicants: Captain - 18; Lieutenant – 44; and Sergeant - 55.

ACTION: This was for a report only.

(10: Communiqués from the public on pending hearings

There were none.

With nothing further, the regular meeting adjourned at 10:00 a.m.

ATTEST:

APPROVED:

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

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