



# METROPOLITAN CIVIL SERVICE COMMISSION

## MINUTES

December 8, 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, D. Billye Sanders, Jo Ann North, and Ethan Link.

**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 corrections or additions from the minutes of the last **Regular Meeting** of **November 10, 2015**. Hearing none, he asked for a motion. Vice-Chairman Corbitt moved to accept the regular minutes as submitted. 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>
<b><u>CODES ADMINISTRATION</u></b>			
Dalton, Tawanna L.	Office Support Representative 3	New Hire	11/09/15
Patterson, Teresa A.	Office Support Representative 3	New Hire	11/23/15
*Corcoran Jr, Thomas J.	Zoning Examiner	Department transfer/Promotion	11/09/15

\*Department transfer from Water (Engineering Tech 3, SR10) to Codes (Zoning Examiner, SR11)

**FINANCE**

*Nobbin, Seretha L.	Application Technician 2	Vol. Reduction in Salary Grade	10/26/15
Abdou, Rimon M.	Finance Officer 2	Re-hire	11/09/15
Arnold, Katelyn P.	Finance Officer 2	New Hire	10/26/15

\*Voluntary Reduction in grade from Administrative Assistant (SR9) to Application Tech 2 (SR8)

**FIRE**

Anderson, Michael B.	Emergency Medical Technician 1	Promotion	11/16/15
Sumrell, Carrie L.	Emergency Medical Technician 1	New Hire	11/16/15
Page, Fred L.	Fire Arson Investigator 1	New Hire	11/16/15
Booker, Carl D.	Fire Assistant Chief	Promotion	11/16/15
Demonbreun Jr, Walter E.	Fire Assistant Chief	Promotion	11/16/15
Deshpande, Kalpana K.	Fire Assistant Chief	Promotion	11/16/15
Holmes Jr, James E.	Fire Assistant Chief	Promotion	11/16/15
Hoover Jr, Charles F.	Fire Assistant Chief	Promotion	11/16/15
Manning, Lenny A.	Fire Assistant Chief	Promotion	11/16/15
Bragg, Rachael R.	Paramedic 1	New Hire	11/16/15
Clinard, Ronald S.	Paramedic 1	Re-hire	11/16/15
Creek, John T.	Paramedic 1	New Hire	11/16/15
Demass, Robert D.	Paramedic 1	New Hire	11/16/15
Hampton, Justin B.	Paramedic 1	New Hire	11/16/15
Lind, Michael M.	Paramedic 1	New Hire	11/16/15
Sullivan, Nicole L.	Paramedic 1	New Hire	11/16/15
Young, John B.	Paramedic 1	New Hire	11/16/15

**GENERAL SERVICES**

Biggs, Kevin L.	Equipment Mechanic	New Hire	10/26/15
Croney, Daniel G.	Equipment Servicer	Re-hire	10/26/15
Kinsey, Douglas M.	General Services Division Mgr	New Hire	11/09/15

**INFORMATION TECHNOLOGY SERVICE**

Geldenhuys, Etienne M.	Info Systems Division Manager	New Hire	11/01/15
Williams, Randall P.	Info Systems Division Manager	New Hire	11/01/15
*Haggard, Cynthia R.	Information Sys Media Tech 1	Transition – Civil Service	11/11/15
Robinson, Theresa A.	Information Systems Advisor 2	New Hire	11/07/15

\*Transition to CS from a PT status

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>JUVENILE COURT</u>			
Higgins, Shamika L.	Office Support Representative 3	New Hire	11/02/15
*Conquest, Guy S.	Probation Officer 1	Transition - Civil Service	11/11/15
*Edwards, Robert B.	Probation Officer 1	Transition - Civil Service	11/11/15
*Gilcrest, Marquette D.	Probation Officer 1	Transition - Civil Service	11/11/15
*Morrison, Andre G.	Probation Officer 1	Transition - Civil Service	11/11/15
*Roberts, Corey L.	Probation Officer 1	Transition - Civil Service	11/11/15
*Tyus, Pendella S.	Probation Officer 1	Transition - Civil Service	11/11/15
*Harris, Frederick E.	Probation Officer 3	Transition - Civil Service	10/26/15
*Helms, Atica J.	Probation Officer 3	Transition - Civil Service	10/26/15
Nielsen, Janet L.	Probation Officer 3	Promotion	10/26/15

\*Transition to CS from Non-CS status

PARKS

Rodriguez Ortega, Juan	Maintenance & Repair Worker 2	New Hire	11/18/15
Kelley, Larry Wayne C.	Maintenance & Repair Worker 3	Promotion	10/23/15
*Martin, Kevin L.	Maintenance & Repair Worker 3	Transition - Civil Service	11/01/15
Sylvis, Benjamin J.	Maintenance & Repair Worker 3	Promotion	11/06/15
Thompson, Lloyd	Maintenance & Repair Worker 3	Promotion	10/16/15
Baugh Jr, Sterling	Masonry Worker	Promotion	11/06/15

\*Transition to CS from Seasonal status

POLICE

Thacker, Brittini J.	Admin Services Officer 2	New Hire	11/16/15
Ho, Ranee Y.W.	Crime Lab Asst Dir/Qual Ass. Mgr	New Hire	11/01/15
Koza, Casey L.	Crime Lab Forensic Scientist 1	Promotion	11/01/15
Bibb, Travis A.	Office Support Specialist 2	Promotion	10/16/15
Davis, Christine A.	Police Operations Coordinator 2	Promotion	11/16/15
Bennett, Joel M.	Police Security Guard 1	Promotion	11/16/15

PUBLIC LIBRARY

Depeder, Mary S.	Circulation Assistant 1	New Hire	11/08/15
Durnell, Erica N.	Circulation Assistant 1	New Hire	10/25/15
Mason, Mary E.	Circulation Assistant 1	New Hire	10/25/15
Pearson, Alma M.	Circulation Assistant 1	New Hire	11/08/15
English, Ben L.	Librarian 1	Promotion	11/08/15
Little-Taylor, Raemona S.	Librarian 1	Promotion	10/25/15
Shaw, Kathryn J.	Library Associate 1	Promotion	10/25/15
Herbst, Luke R.	Library Manager 1	Promotion	11/08/15
Sirko, Kelley E.	Program Coordinator	Promotion	10/25/15

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>SHERIFF</u>			
*Cruse, Ronald W.	Correctional Officer 1	Demotion	11/09/15
Smith Jr, David W.	Correctional Officer 1	Re-Employment	11/15/15
Middleton, Richard M.	Correctional Officer 2	Promotion	11/01/15

\*Demotion from Correctional Officer 2 (CO2) to Correctional Officer 1 (CO1)

SOCIAL SERVICES

Ruddell, Suzanne W.	Social Worker 2	New Hire	11/16/15
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WATER SERVICES

Cleveland, Kentwan L.	Customer Service Field Rep 2	New Hire	11/07/15
Gooch, Mario C.	Customer Service Field Rep 2	New Hire	11/07/15
Hutchinson, Ivan B.	Engineering Technician 3	Promotion	11/07/15
Dillard, John E.	Indust Maintenance Supv 2	Promotion	11/07/15
Ervin, David O.	Indust Maintenance Supv 2	Promotion	11/07/15
Hillis, Ricky W.	Indust Maintenance Supv 2	Promotion	11/07/15
Sadler, Curt B.	Indust Maintenance Supv 2	Promotion	11/07/15
Rodriguez, Shawna M.	Office Support Specialist 2	Promotion	11/07/15
*Mckibbens, Darrius L.	Treatment Plant Technician 1	Department transfer/Promotion	10/24/15
Poe, Kayla A.	Treatment Plant Technician 1	New Hire	11/07/15
Boyd, Antonio M.	Water Maintenance Technician 2	New Hire	11/07/15

\*Department transfer from Public Works (Maint & Repair Wkr 1, TG3) to Water (Treatment Plant Tech 1, TG8)

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

(C) TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Vernon, Brian J	Emer Telecommunications Off 1	Resignation	ECC	11/10/15
Majumder, Devars	Information Sys Oper Analyst 1	Resignation	ECC	10/30/15
Hale, Lesia D.	Application Tech 3	Pension	Finance	11/02/15
Madden Jr, Charles E.	Fire Captain	Pension	Fire	11/20/15
Edgen, Deborah A.	Office Support Spec 1	Pension	Fire	11/13/15
English, Robert J.	Probation Officer 2	Pension	Juvenile Court	11/06/15
Christian Jr, Charlie	Maint & Repair Leader 1	Pension	Parks	10/28/15
Ross, David P.	Maint & Repair Worker 2	Pension	Parks	10/30/15
Bebout, David L.	Police Officer 2	Pension	Police	10/28/15
Cappello, Kyle A.	Police Officer 2	Resignation	Police	11/11/15
Rowland, Antonio B.	Police Officer 2	Resignation	Police	11/13/15
Tackett, Ricky L.	Police Officer 2	Pension	Police	11/15/15

(C) TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Dye, Michael A.	Police Officer 2-Fld Training Ofcr	Pension	Police	10/31/15
Davis, Terry W.	Police Officer 3	Pension	Police	10/31/15
Williams, Ronald G.	Police Operations Coord 2	Resignation	Police	11/12/15
Larkin, John C.	Police Sergeant	Pension	Police	10/26/15
Denson, Dontavious L.	Custodian 1	Resignation	Public Library	11/04/15
Betty, Kimberly A.	Library Associate 1	Resignation	Public Library	11/16/15
Todd, Edward J.	Library Manager 2	Pension	Public Library	10/30/15
Netherton, Lauren E.	Engineer In Training	Resignation	Public Works	11/09/15
White, Joshua J.	Maint & Repair Worker 1	Resignation	Public Works	11/09/15
Bolden, Christian P.	Correctional Officer 1	Resignation	Sheriff	11/13/15
Byers, Jonathan C.	Correctional Officer 1	Resignation	Sheriff	10/27/15
Douglas, Harriet Y.	Correctional Officer 1	Resignation	Sheriff	11/13/15
Dozier, Rashinda L.	Correctional Officer 1	Resignation	Sheriff	11/11/15
Grotewold, Tyler R.	Correctional Officer 1	Resignation	Sheriff	10/26/15
Harter, Daniel N.	Correctional Officer 1	Dismissal	Sheriff	10/26/15
Marchese, Nicholas A.	Correctional Officer 1	Pension	Sheriff	11/03/15
McCrary II, James A.	Correctional Officer 2	Resignation	Sheriff	11/06/15
Mayberry II, Gerald F.	Social Worker 2	Resignation	Social Services	10/28/15
Crabtree, Eric T.	Office Support Rep 3	Resignation	Water Services	11/12/15
Peterson, Michael D.	Treatment Plant Tech 1	Resignation	Water Services	11/13/15
Butler, David W.	Water Maint Tech 2	Resignation	Water Services	10/30/15
Cartwright, Wesley E.	Water Quality Analyst 1	Resignation	Water Services	10/28/15

**MOTION:** *After some discussion, Commissioner North moved to accept the Termination/Pension report for dates and reasons stated. Seconded by Vice-Chairman Corbitt 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 - Police	Police	2	Dept.	11/02/15	A
Office Support Rep 3 - Water	Water	289	Open	11/03/15	E
Masonry Worker	Parks	11	Cont.	11/03/15	E
IS Advisor 2 - Customer Support Svcs	ITS	2	Metro Wide	11/03/15	E
IS Advisor 2 - Infrastructure	ITS	9	Open	11/03/15	E
IS Division Mgr - Enterprise Apps	ITS	12	Open	11/03/15	E
IS Division Mgr - Web & Digital Media	ITS	19	Open	11/03/15	E
Finance Officer 2 - Accounts	Finance	40	Open	11/03/15	E
Librarian 2	Public Library	57	Open	11/04/15	A
IS Media Technician 1 - PEG Studio	ITS	50	Open	11/04/15	E
Equipment Mechanic	General Services	5	Cont.	11/05/15	E
Equipment Servicer	General Services	17	Cont.	11/06/15	E
Police Ops Coord 2 - Youth Svcs	Police	8	Dept.	11/06/15	E
Police Security Guard	Police	148	Cont.	11/11/15	E
Librarian 1 - Adult Services	Public Library	44	Open	11/09/15	E
Warrant Officer 1	Juvenile Court	450	Open	11/10/15	E
Admin Svcs Officer 2 - Case Prep	Police	113	Cont.	11/11/15	E
Correctional Officer 1	Sheriff's Office	19	Cont.	11/11/15	E
Probation Officer 1	Juvenile Court	594	Open	11/11/15	E

ELIGIBILITY REGISTER REPORT

<u>CLASSIFICATION</u>	<u>DEPT</u>	<u>ON LIST</u>	<u>TYPE</u>	<u>DATE</u>	<u>ESTABLISH/ABOLISH</u>
Recreation Leader - Fitness	Parks	19	Open	11/12/15	E
Probation Officer 2	Juvenile Court	152	Open	11/12/15	A
Fire Arson Investigator 1	Fire	110	Open	11/13/15	E
Skilled Craft Worker 1 - Sign Shop	Public Works	4	Dept.	11/17/15	E
Crime Scene Technician 1	Police	409	Open	11/17/15	E
IS Media Technician 2 - Metro 3	ITS	35	Open	11/18/15	E
Emergency Telecomm Manager	MECC	5	Dept	11/19/15	A
Emergency Telecomm Supervisor	MECC	11	Dept	11/19/15	A
IS Operations Technician 2 - Server	ITS	3	Dept	11/19/15	E

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

DEPARTMENTAL ITEMSEMERGENCY COMMUNICATIONS CENTER

- (1: **Director Michelle Donegan of the Emergency Communications Center (ECC) is requesting approval for changes to their departmental policies.**

Director Michelle Donegan and Human Resources Manager Lisa Fulton from the ECC were present before the Commission, along with Human Resources Analyst Libby Cain.

Director Donegan explained the requested changes to the departmental policies had been in-process prior to her appointment in September, and included mainly updates and clarifications, with some changes. Chairman Farmer asked for an outline of any substantive changes. ECC Human Resources Manager Fulton identified within departmental policy 1.2 Uniforms and Appearance, a changed outline and adoption of a more restrictive employee dress code. Also, the removal of letter N "Association with Criminals" from 1.3 Employee Conduct. Director Donegan noted there were no additional substantial changes to the departmental policies, only further clarification of existing policies for the employees. Next, Commissioner Sanders asked some clarifying questions, identified some typos, and requested some acronyms be defined within the policy revisions. Then, Commissioner Link identified and questioned a substantive change to the sick time policy, with advance notice being increased from thirty minutes to one hour. Human Resources Manager Fulton explained the change was at the request of employees, in order to allow them more advanced notice when overtime becomes available.

**MOTION:** *After further discussion, Commissioner North moved to approve the departmental policies as amended per the discussion from the meeting. Seconded by Commissioner Sanders and the Commission approved without objection.*

PUBLIC WORKS

- (2: **Interim Director Mark Macy requests approval for an Open Range Increase for the following:**
- a. **William J. Radinger, Technical Specialist 2 - SR 12**
  - b. **Jenna Smith, Special Projects Manager - SR 15**

Interim Director Mark Macy and Human Resources Administrator Charles Boddie from Public Works were present before the Commission, along with Human Resources Analyst Jason Lusk.

Interim Director Macy thanked the Commissioners for their service to the city government. Then explained, upon his appointment as Interim Director a few months ago, he found the need to reorganize and consolidate some functions within the department. Public Information Officer Jenna Smith would oversee the administrative functions of the Metro Call Center, Human Resources, the Safety Program, Environmental and Beautification, and the Public Information Office. He was requesting an 8% increase to Ms. Smith's salary, mentioning that Ms. Smith had been with Metro Government since 1993, working in Public Works over ten years.

Jason Radinger, the Bicycle Pedestrian Coordinator, has been with Public Works since 2001. Recently another staff member left Public Works, and he assumed the additional duties of managing the Metro Sidewalk Program, and coordinating all the activities of both programs with TDOT. In recognition of his work, Public Works was requesting an 8% increase to Mr. Radinger's salary.

Vice-Chairman Corbitt referenced Interim Director Macy's letter to the Commission requesting the Open Range Increase for Jenna Smith, "[you] asked Ms. Smith to oversee these areas without a promotion, but with an understanding that [you] would ask the Commission to approve an increase." Then asked, what is the status of this new role? Is it to be a promotion? Was it intended to be a promotion? Is there a new classification that you'll be seeking for this role? Interim Director Macy replied that it was simply to consolidate some functions in Public Works, and have one, central person over these functions, to coordinate their activities better. We are not asking for a promotion, and don't plan to come back and ask for one later. It was simply in recognition of her taking on these additional functions and to provide her more compensation. Chairman Farmer asked if she had a different job description. Human Resources Administrator Boddie responded that her duties and responsibilities had increased, but her job function and classification remain the same. It's not new duties or a new classification, it's just increased responsibilities. Then, Commissioner Sanders noted the rule for open range pay increases indicates a plan should be submitted to the Department of Human Resources, and asked if a plan for handling open range increases had been submitted. Human Resources Director Frazier confirmed that Public Works submitted a plan at budget time for Open Range Increases for open range employees, not those employees on steps. Currently, Public Works was before the Commission requesting approval to amend that already approved plan with these additions. Commissioner Sanders asked if these additions were within the Public Works budget. Human Resources Analyst Lusk noted he had contacted Public Works' budget analyst, and the increases were within the department's budget.

***MOTION: After some discussion, Commissioner North moved to approve the Open Range Increases. Seconded by Commissioner Link 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: Job Description**

- **Principal Internal Auditor**

Metropolitan Auditor Mark Swann and Human Resources Assistant Director Michael Taylor were present before the Commission.

Metropolitan Auditor Swann explained this position had been presented to the Commission previously along with all the other audit positions, but there was a miscommunication as to whether or not it was a job. It was later determined that it was an approved job. Therefore, to make this job description consistent with the others which were previously approved, Internal Audit was removing very specific degrees in the job description, making it just a regular college degree. Also clarifying the certifications required for the position.

Chairman Farmer asked if there was a Fraud Examiner in the department. Metropolitan Auditor Swann explained there is not a specific Fraud Examiner position, but it is one of the certifications. Chairman Farmer asked if there was a person who is a Fraud Examiner in the Internal Audit department. Metropolitan Auditor Swann noted there is one person who is a Certified Fraud Examiner, and there have been four or five in the past. Chairman Farmer asked if Internal Audit was trying to increase that number or if they were comfortable with having just one. Metropolitan Auditor Swann responded that additional auditors, who are currently employed, are working on that certification. Vice-Chairman Corbitt asked if the department was trying to staff a position that had been deleted from the pay plan, and wanted it added back. Human Resources Assistant Director Taylor explained that all of the Internal Audit positions had been created and approved in 2008. It was simply a typo that the Principal Internal Auditor was not included in the pay plan book. Human Resources had since taken actions to rectify that. Vice-Chairman Corbitt asked if this was the position whose job description was being revised. Human Resources Assistant Director Taylor said yes. Metropolitan Auditor Swann mentioned that there was no one who has ever held the position, and that's one of the reasons why it probably was omitted in the past.

***MOTION: Vice-Chairman Corbitt moved to approve the job description revision. Seconded by Commissioner North and the Commission approved without objection.***

**(4: Review of Agreed Final Order on Twana Chick, Police Dept – Three Day Suspension**

Metro Attorney Jason Bobo was present before the Commission to discuss the Agreed Final Order. Sergeant Chick was an employee of the Police Department for over 30-years. The Police Department started with a three day suspension for some communication issues. Sergeant Chick had been placed on a job performance improvement plan, and following that, she was given a three day suspension. As Metro Legal proceeded with the case, Sergeant Chick had since retired, and so the parties agreed to reduce it to a one day suspension to resolve the issue.

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

**(5: Leave from Civil Service from the Sheriff's Office for Kevin Thompson**

Human Resources Manager Byron Grizzle and Human Resources Analyst Brian Ward were present before the Commission to request Leave from Civil Service for Correctional Officer Thompson. Mr. Grizzle stated Mr. Thompson was injured in the ice storms of last year, and had exhausted his six months of IOD leave. The Sheriff's Office requested an extension of three months of IOD, believing at that point Mr. Thompson would be eligible to return to duty. Unfortunately, he had an additional procedure that will require him to be unable to perform his duties as a correctional corporal. As a result, through the Benefit Board process the Sheriff's Office is requesting that Correctional Officer Thompson move to the active pension payroll. Since he will not be able to perform essential functions for some time, we're requesting Leave from Civil Service to work in a position in our booking room, where he'll retain public safety pension status. Then, when he is able to resume his duties as a correctional officer, we'll return him to his existing role without a loss of pay.

Commissioner Sanders clarified, Correctional Officer Thompson will move to a pension status, but he will be in a non-Civil Service position. Is he going to be on pension and work at the same time? Mr. Grizzle explained, in essence, what happens is rather than requiring him to go out on pension, and then go through the Benefit Board process to return him to work. Through the Benefit Board process, rather than requiring an employee to go



through pension to be on pension, say for three months, and then come back, the Sheriff's Office puts them in a role where they can perform the essential functions, and the Benefit Board provides the salary supplement, so the employee does not lose income. Because this person is a Civil Service employee, then that person can roll back into their Civil Service Correctional Officer role.

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

**(6: Appeal of Medical Disqualification: MT, Applicant for Police Officer Trainee**

Applicant for the Nashville Police Department Police Academy, MT, and Interim Civil Service Medical Examiner, Dr. Deidra Parrish were present before the Commission. Dr. Parrish explained the medical examination was completed by a nurse practitioner, with whom she had reviewed the case. Chairman Farmer asked for the disqualifying medical condition. Dr. Parrish replied it was a history of a malignancy that led to a particular type of surgery that under the current regulations that the Police Department uses, is a disqualifying condition. However, the Civil Service Medical Examiner's Office does support a waiver in this case. The applicant's previous condition and treatment of that condition will not preclude his work as a police officer.

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

**(7: Fair Chance Employment Update**

Human Resources Analyst Mary Emigh and Human Resources Assistant Director Michael Taylor were present before the Commission to discuss the Fair Chance Employment Initiative, formerly known as Ban the Box. Human Resources Assistant Director Taylor reported that as of November 25, 2015, all of the conviction questions have been removed from the metro job application. Communication has gone out to the department heads and elected officials. Some non-Civil Service departments asked for and were sent the printable version because they do not use our online application system. Commissioner Sanders thanked the Human Resources Department for getting the project done so expeditiously, noting the Commission asked for it to be done by January 1, and it was completed by November 25. The remaining Commissioners thanked Human Resources.

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

**(8: Pay Plan Update**

Water Services Deputy Director John Kennedy and Human Resources Assistant Director Michael Taylor were before the Commission with a PowerPoint presentation update on the pay plan. Water Services Deputy Director Kennedy reminded the Commission that this journey started in November 2013 with Deloitte Consulting. After difficult economic times, when the pay plan didn't operate as normal, the Commission asked for a study to be conducted to see what adjustments needed to be made in the pay plan. There was a comprehensive compensation assessment, and a custom survey was done for Police and Fire. Human Resources met with Department Heads and Human Resources Representatives. Human Resources received more salary data last winter through Deloitte.

Human Resources completed a comprehensive internal exercise to incorporate the data into what works best, and presented it to the Commission in March 2015, saying they would bring the Commission a new pay plan in May 2015. However, the Administration at that time decided it was a better approach to do something across the board since employees had gone through years of sacrifice during the economic downturn, rather than making technical changes to the pay plan. Then, the Commission asked Human Resources to bring those technical changes back to the Commission in December. Human Resources is working to get the Commission those updates this month; this presentation recapped the work up to this point.

Some of the changes that have been implemented were in January 2014, all employees received a 1% increase, Open Range employees received a 2% adjustment, steps have been granted for those people that are on the steps. July 2015, all employees received a 2.5% increase, another round of 2% Open Range adjustments, and additional step increases. Also in July, the Commission deleted many inactive job classifications.

Recapping some of the highlight changes from our study, Human Resources compared a number of jobs in our system with benchmarks in the market. What Deloitte found in doing this was that where Metro was off-base with the market, tended to be at the bottom of our pay structures. SR 08 and below tended to be a little below market, and SR 09 and up tended to be closer to the market. Human Resources is recommending an adjustment to Metro's pay structure so that those grades SR 08 and below, and the equivalents in Emergency Communications and Corrections be adjusted, as shown in the presentation. Chairman Farmer clarified that Deloitte was aging the data, and then asked, so if this is approved, it won't be effective until July 1, 2016? Water Services Deputy Director Kennedy responded that Human Resources asked Deloitte to provide a number that indicates what the projected increases are for 2016. What we have right now is the data as of July 1, 2015, between now and the next budget, we'll recommend another across the board to go along with this.

Commissioner Link requested examples of jobs that would be moved from steps to open range. Water Services Deputy Director Kennedy identified jobs that require a degree and professional experience, certain positions within the Library, and probation officers. Commissioner Link asked if that was based on the practice in other cities or practice in other departments. Human Resources Assistant Director Taylor observed, in addition to that, for those professional classes, we had some departments where a professional class was on a step, but in another department they were open range. So, Human Resources looked at that to make sure there was uniformity and consistency with those professional classes.

Water Services Deputy Director Kennedy continued with the Correctional Officer salary structure with a pay structure similar to the SR. Based on Deloitte's findings through their custom salary survey, we're going to recommend some changes, primarily, the addition of a new pay grade. Commissioner Sanders recalled previous discussion on compression with the correctional officers, and some other departments as well, and asked is this proposal dealing with the compression issue? Water Services Deputy Director Kennedy said no; compression is where people's salaries got closer than they would have been through natural operation of the pay plan. We talked extensively, last year, about how to address that. The reality of it is, there's not a way to make everybody whole. Last year for public safety positions, Police, Fire, and Corrections, we did a special adjustment, on top of the across the board increases, the step increases, the open range increases, that gave some additional compensation to those Police, Fire, and Correction classes. Chairman Farmer asked is that going to be done again. Water Services Deputy Director Kennedy concluded, right now, Human Resources recommendations will not include anything additional toward compression. The reason that we proposed, and the Commission adopted to do something extra for public safety positions was that when we recruit police officers, firefighters, and correctional officers, we show them this is where you're going to be in ten years, if you come to work here at Metro. We don't do that same thing for other positions. So, we felt like we had a different level of commitment on the public safety positions. Chairman Farmer understood that Human Resources could not replace those five years. Human Resources Director Frazier pointed out the broad stroke 2.5% across the board increase, which assisted in bringing salaries to market base. Chairman Farmer observed compression is an issue that we hear. Water Services Deputy Director Kennedy noted with Public Safety pay structures, Human Resources will be adding some additional salary grades based on Deloitte's findings from the custom survey for Police and Fire, where there were a number of positions which would be sort of in between grades. On the Trades and Labor salary schedules, we're not proposing any adjustment to the scales themselves. Instead, where we found a position to be off market, we're going to change the grade. Human Resources is also developing a list of positions to be consolidated or deleted, some new classifications adjusting the salary grades and structures, changing some professional jobs to open range.

Human Resources plans on presenting these to the Commission so that the Commission can take action ahead of the budget process, and implement from there. Chairman Farmer would like to complete the pay plan in February or March, if that's possible. Water Services Deputy Director Kennedy said yes; what we're going to give you this month is the pay plan proposal. Commissioner Sanders reiterated that the whole budget process needs to go hand in hand with the pay plan. We need to know what all of this is going to cost, so the budget process can happen at the same time. Human Resources Director Frazier noted she and Human Resources Assistant Director Taylor met yesterday with Finance to have some initial discussions about the pay plan.

Chairman Farmer asked about Union participation in the development of the plan. Human Resources Assistant Director Taylor responded that Human Resources met with each of the Unions individually to discuss these issues, in the springtime and again in November.

Chairman Farmer asked if anyone from the Union would like to be heard. Mark Naccarato was present from the SEIU, and spoke on behalf of Union President Doug Collier. Mr. Naccarato asked if there would be a public hearing on the pay plan. Chairman Farmer said yes. Mr. Naccarato noted there were still some things where the SEIU will weigh in in more detail because there's still some information that's out there that the SEIU hasn't received yet. But first impressions: there's a lot that we've spoken about with the Human Resources Department, and looking at what they've pulled together, we do like some of what we've seen. There are some outstanding issues that our membership has conveyed to us. In the 911/ECC Section, there was some concern about the Deloitte Study. Our ECC System is a consolidated service that does a whole battery of different things, and as I understand it, they were compared to communication centers in different cities that aren't as comprehensive. We're also hearing concern from our Library employees about the possibility of moving them into an open range status. There are a lot of things that SEIU likes in the pay plan, but we'd like to see more work done on the compression issue. We'd like to see some situation wherein the lost increments for General Government employees is in some way addressed. There were some people who were eligible for step increases and who were passed over, and I don't know what that fix is, but we would like to see that get addressed in some fashion. Mark Young was also present representing the Fire Union. Mr. Young stated the Firefighter's Union had been meeting with Human Resources throughout the pay plan process. He would like to get more involved in addressing the compression issue. However, the Firefighter's Union is pretty pleased with the overall study that has been done.

Chairman Farmer stated that under the charter, it's the Commission's job, the Commission's duty, to ensure there is a fair compensation plan for the employees, whatever it costs. He also expressed that the Commission was very, very grateful for all the hard work Human Resources has put into the pay plan. They recognize how difficult it is, and that they've seen some marked improvement in the way the questions are being addressed.

Attorney Nicki Eke quoted from the Bylaws that the amendment to the pay plan should be presented to the Commission at least one meeting prior to action being taken by the Commission. It doesn't require a public hearing, per se. Chairman Farmer clarified if public feedback could be given at a special called meeting, and Attorney Eke said yes. Vice-chair Corbitt would like to address these concerns at a regular meeting.

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

**(9: Election of Chairman and Vice-Chairman**

*The Commissions' by-laws require that new officers be elected by the Commission at the first (1st) regular meeting in December. The terms of the officers are from January through December of each year.*

**MOTION:** *After some discussion, Commissioner North moved for approval to re-elect William Farmer to serve another term as Chairman. Secoded by Commissioner Sanders and the Commission approved without objection.*

**MOTION:** *After a short discussion, Commissioner North moved for approval to re-elect Steven Corbitt to serve another term as Vice-Chairman. Secoded by Commissioner Sanders and the Commission approved without objection.*

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

Chairman Farmer asked if the Administrative Law Judge was aware of the report. Ms. Tullos replied yes. The calendar refers to appeals submitted by Metro employees. As changes occur, updates are made each month in conjunction with the assigned Attorneys at Metro Legal. A copy is then forward to the State Administrative Procedures Division where in the State provides a copy for each Judge to evaluate their case.

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

**(11: Human Resources Updates**

Human Resources Director Veronica Frazier announced the Human Resources Department is partnering with the Mayor's Office of Economic Opportunity and Empowerment and United Way to offer free tax preparation assistance to a large number of Metro Employees, those who make \$62,000 and under. The United Way is also assisting the general public with free tax preparation assistance. Once dates, times, and places are set, they will be communicated through HR Announcements.

We have a new Commissioner, Ethan Link. He met with Human Resources and received a copy of the Civil Service Rules and the pay plan. He is working very hard in his due diligence to the efforts of this Commission. We also have a new liaison for the Civil Service Commission, Ms. Jennifer Tullos, and we would like to congratulate Ms. Lou Sorrow who will be leaving Metro after 36 years and 3 months. Thank you for your service.

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

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

There were none.

**With nothing further, the regular meeting adjourned at 9:55 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**