



# METROPOLITAN CIVIL SERVICE COMMISSION

## MINUTES

March 8, 2016

8:30 a.m.

Howard Office Building  
Sonny West Room

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

█ **MEMBERS PRESENT:** Chairman William H. Farmer; Vice-Chairman Corbitt, Jo Ann North, and Ethan Link.

**MEMBERS ABSENT:** D. Billye Sanders

**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 **February 9, 2016**. There was one edit requested by the Davidson County Sheriff's Office, and then he asked for a motion. Commissioner North moved to accept the regular minutes as amended. Seconded by Vice-Chairman Corbitt, and the Commission approved without objection.

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 **February 9, 2016 Public Hearing Minutes**. Hearing none, Vice-Chairman Corbitt moved to approve. Seconded by Commissioner North, and the Commission approved without objection.

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

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APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CODES ADMINISTRATION</u>			
Butler, Lisa A.	Zoning Examiner	New Hire	02/29/16

FINANCE

*Love, Mary Ann	Admin Services Manager	Class Change/Lateral	02/01/16
^Gardner Jr, Andrew L.	Application Technician 3	Class Change/Lateral	02/01/16
^Hudson, Stacey M.	Application Technician 3	Class Change/Lateral	02/01/16
**Brown, Amy S.	Finance Manager	Class Change/Lateral	02/01/16
Weathersby, Trinity N.	Finance Officer 2	Re-hire	02/01/16

\*Class Change from IS Advisor 1 (SR13) to Administrative Services Manager (SR13)

^Class Change from IS Application Technician 2 (SR9) to Application Technician 3 (SR9)

\*\*Class Change from IS Division Manager (SR14) to Finance Manager (SR14)

FIRE

^Heflin, Laraine V.	Equip & Supply Clerk 3	Re-Classification	02/01/16
^Shadowens, Jesse J.	Equip & Supply Clerk 3	Re-Classification	02/01/16
Allen Jr, Donald R.	Fire District Chief	Promotion	02/01/16
Davis, Daryl T.	Fire District Chief	Promotion	02/01/16
Garmon, Floyd A.	Fire District Chief	Promotion	02/01/16
Jackson Jr, Larry F.	Fire District Chief	Promotion	02/01/16
Neill, Andrew T.	Fire District Chief	Promotion	02/01/16
Owen Jr, George E.	Fire District Chief	Promotion	02/01/16
Reese, William R.	Fire District Chief	Promotion	02/01/16
Smith, Frederick W.	Fire District Chief	Promotion	02/01/16
Spring, Gregory M.	Fire District Chief	Promotion	02/01/16
Swann, William A.	Fire District Chief	Promotion	02/01/16
Tomlinson Jr, Jerry J.	Fire District Chief	Promotion	02/01/16
Tomlinson, Christy Anne	Fire District Chief	Promotion	02/01/16
Wright II, Paul L.	Fire District Chief	Promotion	02/01/16
Williams, Patrick L.	Fire Inspector 1	Re-hire	02/01/16
Young, Chad A.	Fire Inspector 1	New Hire	02/01/16
*Jones, Shelby M.	Office Support Rep 2	Department Transfer/Class Change	02/16/16
^Bogle, Andrew P.	Stores Supervisor	Re-Classification	02/01/16

\*Department Transfer from Police (Police Operations Asst 2, SR5) to Fire (Office Support Rep 2, SR5)

^Reclassification due to position audits conducted by HR

HUMAN RESOURCES

*Kiss, Lisa M.	Veteran's Services Officer	Transition - Civil Service	02/01/16
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\*Transition to CS from Temporary Status

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>INFORMATION TECHNOLOGY SERVICE</u>			
Brantley, Megan E.	Info Systems App Analyst 2	New Hire	01/30/16
Downhour, Gwenda A.	Info Systems Advisor 1	Promotion	01/30/16

INTERNAL AUDIT

Walker V, William B.	Principal Internal Auditor	Promotion	02/15/16
Yuan, Qian	Principal Internal Auditor	Promotion	02/18/16

JUVENILE COURT

Josslyn, Donna M.	Info Sys Oper Analyst 2	New Hire	01/18/16
Durham, Hayley E.	Office Support Rep 3	New Hire	02/17/16
Trotter, Felisa Renee	Office Support Rep 3	Re-hire	02/22/16
*Bauernfeind, Rebecca D.	Probation Officer 1	Department Transfer/Class Change	02/01/16
Heard, Constance G.	Probation Officer 1	Promotion	02/15/16
Sanders, James H.	Info Systems Manager	Promotion	12/09/15
^Bobo, Jamita L.	Probation Officer 2	Transition - Civil Service	01/28/16
^Brigham, Derrick O.	Probation Officer 2	Transition - Civil Service	01/28/16
^Burns, Ashley R.	Probation Officer 2	Transition - Civil Service	01/28/16
^Chatman, Nikkitta N.	Probation Officer 2	Transition - Civil Service	01/28/16
^Jenkins, Tina L.	Probation Officer 2	Transition - Civil Service	01/28/16
^Jones, Charles M.	Probation Officer 2	Transition - Civil Service	01/28/16
^Lang, Loretta A.	Probation Officer 2	Transition - Civil Service	01/28/16
^Oldham, Jessica L.	Probation Officer 2	Transition - Civil Service	01/28/16
^Roberts, Charles L.	Probation Officer 2	Transition - Civil Service	01/28/16
^Russ, Allataye A.	Probation Officer 2	Transition - Civil Service	01/28/16
^Shaw, Alanka D.	Probation Officer 2	Transition - Civil Service	01/28/16

\*Department Transfer from Sheriff (Correctional Officer 2, CO2) to Juvenile Court (Probation Officer 1, SR8)

^Transition to CS from Grant Funded position

PLANNING COMMISSION

Rust, Jason R.	Planning Tech 2	Promotion	02/15/16
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POLICE

Elkins, Lindsley D.	Admin Asst	Promotion	02/01/16
Bryson, Shelly	Police Operations Asst 1	New Hire	02/01/16
Cummings, Erica	Police Operations Asst 1	New Hire	02/01/16
Gashi, Antigona	Police Operations Asst 1	New Hire	02/01/16
Sylvester, Linda M.	Police Operations Coord 1	Promotion	02/01/16
*Martin, Gene F.	Police Sergeant	Voluntary Reduction in Grade	02/22/16

\*Voluntary Reduction in Grade from Police Lt (PS7) to Police Sgt (PS6)

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PUBLIC LIBRARY</u>			
*Arntz, Sarah E.	Archives Asst 3	Class Change/Lateral	02/22/16
Wilson, Robert L.	Info Systems App Tech 2	Promotion	01/31/16
Bland, Emily M.	Library Assoc 1	Re-hire	02/14/16
Donahue, Jamie L.	Library Assoc 1	New Hire	01/31/16
Hand, Frank T.	Library Assoc 1	New Hire	01/31/16
Kirkpatrick, Glynis D.	Library Assoc 1	Promotion	02/14/16
Bass, Katia D.	Office Support Spec 2	Promotion	01/31/16

\*Class Change from Program Specialist 1 (SR6) to Archives Assistant 3 (SR6)

PUBLIC WORKS

Mostilla, Jonathan R.	Sanitation Worker	New Hire	02/01/16
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WATER SERVICES

Ashford Jr, Walter P.	Admin Svcs Manager	Promotion	01/30/16
Hayes, Kimberly Moore	Admin Svcs Manager	Promotion	01/30/16
Robel, Victor B.	Admin Svcs Manager	Promotion	01/30/16
*Bryant, Gloria J.	Admin Svcs Officer 3	Class Change/Lateral	02/13/16
^Honeysucker, John W.	Admin Svcs Officer 4	Class Change/Lateral	02/13/16
Waddell, Christopher H.	Cust Svc Supervisor	Promotion	01/30/16
**Turner, Ross A.	Engineering Tech 3	Class Change/Lateral	02/13/16
***Morris Jr, Robert J.	Technical Specialist 1	Class Change/Lateral	01/30/16
^Collier, Robert M.	Technical Specialist 2	Class Change/Lateral	02/13/16
Johnson, Norman M.	Treatment Plant Tech 1	Promotion	02/13/16
Sides, Nathan B.	Treatment Plant Tech 1	New Hire	02/13/16
Williams, Nigel D.	Treatment Plant Tech 1	New Hire	02/13/16

\*Class Change from Customer Service Supervisor (SR10) to ASO 3 (SR10)

^Class Change from Finance Officer 3 (SR12) ASO 4 (SR12)

\*\*Class Change from Compliance Inspector 3 (SR10) to Engineering Technician 3 (SR10)

\*\*\*Class Change from Technical Services Coordinator (SR11) to Technical Specialist 1 (SR11)

^Customer Service Assistant Manager (SR12) to Technical Specialist 2 (SR12)

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

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Johnson, Kelly J.	Office Support Rep 3	Resignation	Codes	12/28/15
Lauderdale, Jawon K.	Property Stan Insp 1	Resignation	Codes	01/29/16
Whitson, Margaret A.	Emer Telecommunications Off 4	Resignation	ECC	01/31/16
Jarvis, Kenneth L.	Fire Fighter 2	Pension	Fire	02/12/16
Shadowens, Jessie L.	Equip & Supply Clerk 2	Pension	General Services	02/12/16

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Vaidya, Dipti J.	Technical Specialist 1	Resignation	General Services	01/29/16
Collingwood II, Bradley Y.	Information Systems Advisor 2	Pension	ITS	02/05/16
Pasley, Shontrae A.	Office Support Rep 3	Resignation	Juvenile Court	01/18/16
Brown, Ray V.	Maint & Repair Worker 1	Pension	Parks	01/28/16
Freeman, Jeremy L.	Maint & Repair Worker 3	Resignation	Parks	01/21/16
Sylvester, Monica M.	Office Support Spec 2	Resignation	Police	01/27/16
Carlson, Craig W.	Police Officer 2	Resignation	Police	01/29/16
Castillo, Cesar O.	Police Officer 2	Pension	Police	02/01/16
Hartman, Sarah L.	Police Officer 2	Resignation	Police	02/12/16
Ray, Steven S.	Police Officer 2	Pension	Police	01/29/16
Rollins, Thomas W.	Police Officer 2	Pension	Police	01/25/16
Weaver, Jeffrey D.	Police Officer 2	Pension	Police	01/29/16
Cranford, Walter D.	Police Security Guard 1	Pension	Police	01/16/16
Moorman, Norris	Police Security Guard 1	Resignation	Police	01/20/16
Harrison, Charles W.	Police Sergeant	Pension	Police	01/21/16
Johnson Sr, Keith M.	Police Sergeant	Dismissal	Police	01/19/16
Kent, Michael D.	Police Sergeant	Resignation	Police	12/14/15
Pruitt, Katherine M.	Admin Asstistant	Pension	Public Library	01/29/16
Strock, Adrienne L.	Library Manager 2	Resignation	Public Library	02/12/16
Morgan, Chase L.	Equipment Operator 3	Resignation	Public Works	02/12/16
McElwee, Mark B.	Maint & Repair Worker 1	Dismissal	Public Works	01/30/16
Farlow, Viva L.	Parking Patrol Officer 1	Pension	Public Works	01/29/16
McLaurine, Latonia P.	Correctional Officer 1	Dismissal	Sheriff	01/29/16
Johnson, Brandon L.	Correctional Officer 2	Resignation	Sheriff	02/06/16
Williams, Alona R.	Correctional Officer 2	Resignation	Sheriff	01/25/16
Luton, Gary	Indust Tech Master	Pension	Water Services	02/12/16
Lambert, John W.	Treatment Plant Tech 2	Pension	Water Services	02/12/16
Hodges, Gregory T.	Water Maint Tech 3	Dismissal	Water Services	01/26/16

**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>
IS Application Tech 2 - Library Shared Systems	Public Library	30	Open	02/01/16	E
IS Advisor 1 - Field Support Services	ITS	2	Dept	02/01/16	E
IS Applications Analyst 2 - Social Media	ITS	35	Open	02/02/16	E
Correctional Officer 1	Sheriff's Office	47	Cont.	02/05/16	E
Industrial Maintenance Supervisor 2 - System Services	Water Services	8	Dept	02/08/16	E
Industrial Mechanic 1 - Treatment Plant & Field Services	Water Services	19	Open	02/08/16	A
Planning Technician 2	Planning	1	Dept	02/08/16	E
Maintenance & Repair Worker 1	Public Works	17	Cont.	02/08/16	E
Sanitation Worker	Public Works	50	Cont.	02/08/16	E
Water Maintenance Supervisor - System Services	Water Services	10	Dept	02/09/16	E
Water Maintenance Leader 2 - System Services	Water Services	18	Dept	02/09/16	E
Zoning Examiner	Codes	47	Cont.	02/10/16	E

ELIGIBILITY REGISTER REPORT

<u>CLASSIFICATION</u>	<u>DEPT</u>	<u>ON LIST</u>	<u>TYPE</u>	<u>DATE</u>	<u>ESTABLISH/ ABOLISH</u>
Building Maintenance Lead Mechanic - HVAC	Parks	11	Cont.	02/12/16	E
Principal Internal Auditor	Internal Audit	4	Dept	02/12/16	E
Emergency Telecommunications Supervisor	ECC	14	Dept	02/17/16	E
Administrative Services Mgr - After School Program	Public Library	59	Open	02/18/16	A
Treatment Plant Shift Operator - Waste Water	Water Services	8	Dept	02/18/16	E
Circulation Assistant 1	Public Library	191	Cont.	02/19/16	E
Operations Analyst 2 - Server Support	ITS	9	Open	02/19/16	E
Crime Lab Forensic Scientist 1 - Latent Prints	Police	2	Dept	02/19/16	E
Office Support Specialist 1 - Transportation	Public Works	235	Open	02/22/16	E
Library Manager 2 - Teen Services	Public Library	24	Open	02/22/16	A
IS Applications Analyst 2 - Procure to Pay	ITS	1	Dept	02/23/16	E
Water Maintenance Tech 2	Water Services	12	Open	02/26/16	A

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

DEPARTMENTAL ITEMFINANCE

- (1: **Director Talia Lomax-O'dneal requests approval to reclassify the non-Civil Service Business Development Officer position to Civil Service status.**

Finance Assistant Director Jeff Gossage, representing Director Talia Lomax-O'dneal, Administrative Services Officer Kim Northern, and Human Resources Analyst Libby Cain were present before the Commission. Finance Assistant Director Gossage explained the Business Development Officer position is the only position in the Finance Department which is classified non-Civil Service, and the department requests approval to reclassify the position as Civil Service. Chairman Farmer questioned if there was a reason why the position did not have Civil Service status. Assistant Director Gossage said the position was established by ordinance, and functions as part of the Metro Business Assistance Office in the Procurement processes. The Finance Department would like to get the position reclassified before implementation of the new pay plan.

**MOTION:** *After some discussion, Commissioner Link moved to approve the request to reclassify the Business Development Officer position as Civil Service. 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:

- (2: **Review of Agreed Order – Michael Kent, Police - Termination**



Michael Kent, his Legal Counsel Richard McGee and Lisa Naylor, and Metro Attorney Cynthia Gross, representing the Metro Nashville Police Department, were present before the Commission to discuss the Agreed Order.

**MOTION:** *After some discussion, Commissioner North moved to uphold the Administrative Law Judge's Agreed Order. Seconded by Vice-Chairman Corbitt, and the Commission approved without objection.*

**(3: Appeal of Medical Disqualification: CW, Applicant for Police Officer Trainee**

Human Resources Analyst Seth Waltenbaugh was present before the Commission to inform them the applicant had withdrawn his application for Police Officer Trainee.

**ACTION:** *This item was removed from the agenda.*

**(4: Civil Service By-Law changes request**

Human Resources Assistant Director Michael Taylor was present before the Commission to request an update to Section 2 of the Civil Service By-Laws, to reflect policy previously approved by the Commission, make some corrections, and to include a statement regarding the use of the masculine noun or pronoun.

**ACTION:** *This was for a report only. It will be brought before the Commission for a vote at the next regular meeting.*

**(5: Revisions to Pay Plan Proposal**

Water Services Deputy Director John Kennedy and Human Resources Assistant Director Michael Taylor were before the Commission to discuss the revisions. Water Services Deputy Director Kennedy told the Commission the revisions report included Deloitte's recommendations regarding pay for performance for all professional classifications. Water Services Deputy Director Kennedy mentioned input from the Fraternal Order of Police (FOP) at the last Commission meeting was to move employees from step to step, but that is not consistent with how the Commission has implemented past pay plans. Previously, when a position was upgraded, the employee was moved to the closest step which did not result in a cut in pay. Step to step pay plan implementation would result in a cost increase three times higher than currently projected. Water Services Deputy Director Kennedy continued, another concern from the FOP was Sergeant and Lieutenant pay; Human Resources increased those salaries and set them consistently with Deloitte's recommendations. Water Services Deputy Director Kennedy said that including the revisions currently before the Commission, the Pay Plan Proposal is complete and ready for a vote.

Immediate Past President of the Fraternal Order of Police Robert Weaver came before the Commission with a presentation of recommendations for Sergeant and Lieutenant pay. Chairman Farmer said one of the recommendations would increase the pay of approximately 62 employees and have an associated cost of at least \$300,000. Human Resources Assistant Director Taylor added that if the Commission modified the Pay Plan Proposal as requested by the FOP, there is a comparable classification at that pay grade within the Fire Department which would need to be adjusted, causing an additional cost factor.

Chairman Farmer asked for an update on the concern about transitioning from step pay to pay for performance previously mentioned by the Service Employees International Union (SEIU) 205 on behalf of library employees. Human Resources Assistant Director Taylor said Human Resources had met with library staff and the SEIU 205, and Library Administration supported the transition. SEIU 205 Representative Mark Naccarato came forward to say library employees were not in support of the transition, and review of the Open Range Plans for Metro Departments did not demonstrate pay for performance since all employees received a two percent increase.

Regarding the Open Range Plan review, Human Resources Director Veronica Frazier said open range had not been funded for the past few years, and every director felt compelled to give employees the two percent increase because they had gone without for a number of years.

**MOTION:** *Vice-Chairman Corbitt moved to have the 2017 Pay Plan Proposal, including any additional revisions from Human Resources, be brought before the Commission for a vote at the next regular meeting. After additional discussion, Chairman Farmer called for a vote, and the Commission approved without objection as follows: Commissioner Link – Aye; Commissioner North – Aye; Vice-Chairman Corbitt – Aye.*

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

Chairman Farmer asked if the report had been submitted to the Administrative Law Judges. 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 forwarded to the State Administrative Procedures Division wherein the State provides a copy for each Judge to evaluate their case.

**(7: Human Resources Updates**

Human Resources Director Veronica Frazier announced that Human Resources participated in Vanderbilt's Intern Job Fair on February 3, and as a result of that will have a Vanderbilt student intern this spring.

Human Resources Director Veronica Frazier participated in the Veterans Employment Panel Discussion with Nashville Workforce Network on February 18. There were a number of veterans and a number of businesses included in the conversation about outreach efforts for veterans.

On February 23, Human Resources partnered with Goodwill for a multi-employer career fair where job seekers applied and interviewed for full-time and part-time positions.

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

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

There were none.

**With nothing further, the regular meeting adjourned at 9:50 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