



# METROPOLITAN CIVIL SERVICE COMMISSION

## MINUTES

May 10, 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 R. Steve 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 to the minutes of the last **Regular Meeting** of **April 12, 2016**. Hearing none, he asked for a motion. Vice-Chairman Corbitt moved to accept the regular minutes. 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.

APPOINTMENTS  
TERMINATIONS / PENSIONS  
ELIGIBILITY REGISTER REPORT  
DEPARTMENTAL ITEMS  
HUMAN RESOURCES ITEMS

PG. 2-5  
PG. 5  
PG. 5-6  
PG. 6-7  
PG. 7-9

**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>CODES ADMINISTRATION</u></b>			
Morgan, Freddy D.	Electrical Inspector 1	Re-hire	04/11/16
Mackdanz, James B.	Property Stan Insp 1	New Hire	04/25/16
Rivers, Anthony J.	Property Stan Insp 1	New Hire	04/25/16

**EMERGENCY COMMUNICATION CENTER**

Buycks, Aris K.	Emergency Telecomm Officer 1	New Hire	04/25/16
Etheridge, Shawnee M.	Emergency Telecomm Officer 1	New Hire	04/25/16
George, McKinley D.	Emergency Telecomm Officer 1	New Hire	04/25/16
Gilmore, Angela D.	Emergency Telecomm Officer 1	New Hire	04/25/16
Luther, Jennifer D.	Emergency Telecomm Officer 1	New Hire	04/25/16
Matthews, Rachel R.	Emergency Telecomm Officer 1	New Hire	04/25/16
Sturgis, Ian H.	Emergency Telecomm Officer 1	New Hire	04/25/16
Thrasher, Amber S.	Emergency Telecomm Officer 1	New Hire	04/25/16
Wood, Brianna L.	Emergency Telecomm Officer 1	New Hire	04/25/16

**FINANCE**

Burt, Tina R.	Finance Officer 2	New Hire	04/18/16
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**FIRE**

Best, William J.	Emerg Medical Technician 1	New Hire	04/01/16
Cason, Jeffrey C.	Emerg Medical Technician 1	Re-hire	04/01/16
McCann, Mathew S.	Emerg Medical Technician 1	New Hire	04/01/16
Troupe, Elizabeth A.	Emerg Medical Technician 1	New Hire	04/01/16
Waller, Edrick K.	Emerg Medical Technician 1	New Hire	04/01/16
Whitsey, Julian E.	Emerg Medical Technician 1	New Hire	04/01/16
Williams, Matthew C.	Emerg Medical Technician 1	New Hire	04/01/16
*Blankenship, Ryan A.	Emerg Medical Technician 2	Class Change/Lateral	04/01/16
*Boehm, Donald W.	Emerg Medical Technician 2	Class Change/Lateral	04/01/16
*Burnett, Christy N.	Emerg Medical Technician 2	Class Change/Lateral	04/01/16
*Evans, Zachary P.	Emerg Medical Technician 2	Class Change/Lateral	04/01/16
^Glenn, John E.	Fire Arson Investigator 1	Class Change/Lateral	04/16/16
Dycus, Dustin W.	Paramedic 1	New Hire	04/01/16
Kilpatrick, Ashlee D.	Paramedic 1	New Hire	04/01/16
McFarlin Jr, John H.	Paramedic 1	New Hire	04/01/16
Patterson, Jason W.	Paramedic 1	New Hire	04/01/16

\*Class Change from Fire Fighter 2 (PS4) to EMT 2 (PS4)

^Class Change from Fire Inspector 2 (PS5) to Fire Arson Investigator 1 (PS5)

**GENERAL SERVICES**

Brooks, John R.	Equipment Servicer	New Hire	04/25/16
Bunch, Michael W.	Technical Specialist 1	New Hire	04/11/16

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>HUMAN RESOURCES</u>			
Baltz, Jeana N.	Admin Services Officer 3	Promotion	04/25/16
Slater, Micah V.	Human Resources Analyst 2	Promotion	04/11/16

INFORMATION TECHNOLOGY SERVICE

*North, Ashley N.	Administrative Assistant	Transition - Civil Service	04/11/16
^Peery, Laura E.	Info Systems Apps Tech 2	Department Transfer/ Transition - Civil Service	04/25/16
Graham, Matthew A.	Info Systems Div Manager	Promotion	04/09/16
Harris, Greg E.	Info Systems Div Manager	New Hire	04/04/16

\*Transition to CS from a Seasonal position

^Department Transfer from Assessor of Property to ITS

JUVENILE COURT

*Wolfe, Dana L.	Program Manager 1	Department Transfer/ Transition - Civil Service	04/04/16
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\*Department Transfer from District Attorney (Social Worker) to Juvenile Court (Program Manager 1)

PARKS

Carty, James G.	Greenskeeper 2	Promotion	03/18/16
Clarke, Kyle A.	Maint & Repair Leader 1	New Hire	04/01/16
Branick, Jarrod D.	Maint & Repair Worker 2	New Hire	04/11/16
Lavender, Thomas A.	Maint & Repair Worker 2	New Hire	04/18/16
Day, Brian L.	Maint & Repair Worker 3	Promotion	03/25/16
Sheffield Jr, Darrell L.	Maint & Repair Worker 3	Promotion	03/28/16
*Rajaratnam, Nethraja J.	Office Support Spec 1	Transition - Civil Service	04/01/16
Walker, Darreth D.	Program Coordinator	Promotion	04/08/16

\*Transition to CS from Part Time Status

POLICE

Whited, Blaine K.	Police Lieutenant	Promotion	04/01/16
*Folliard, Steven P.	Police Officer 2	Voluntary Reduction in Salary Grade	04/19/16
Pearce, Lauren M.	Police Operations Assistant 1	Re-hire	03/16/16
McDugle, James E.	Police Sergeant	Promotion	04/01/16

\*Voluntary Reduction in Grade from Police Sergeant (PS6) to Police Officer 2 (PS4)

PUBLIC LIBRARY

Collins, Evelyn N.	Application Technician 3	New Hire	04/24/16
Brooks, Kai A.	Circulation Assistant 1	Re-hire	04/10/16

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PUBLIC LIBRARY</u>			
Denison, Duane P.	Circulation Assistant 1	New Hire	04/10/16
Nettles, Julia M.	Circulation Assistant 1	New Hire	04/24/16
*Warrick, Maria F.	Circulation Assistant 1	Department Transfer/ Voluntary Reduction in Grade	04/10/16
McGriff, Glen O.	Equipment Operator 1	New Hire	04/24/16
Rieckhoff, Jaime P.	Librarian 1	Promotion	04/10/16
^Miller, Jane M.	Office Support Rep 3	Class Change/Lateral	04/10/16

\*Department Transfer from Social Services (Homemaker, SR5) to Library (Circulation Assistant 1, SR4)

^Class Change from Library Associate 1, SR6 to Office Support Rep 3, SR6

PUBLIC WORKS

Bailey, David L.	Admin Services Manager	New Hire	04/11/16
*Kestner, David W.	Cust Svc Field Rep 2	Class Change/Lateral	04/25/16
^Majors Jr, Donald A.	Cust Svc Field Rep 3	Class Change/Lateral	04/25/16
Shelton Jr, Steve D.	Equip Operator 2	Promotion	04/11/16
Dotye III, Christopher B.	Equip Operator 3	Promotion	03/28/16
Jenkins, Joshua J.	Maint & Repair Worker 1	New Hire	04/12/16
Allen Jr, Kenneth R.	Maint & Repair Worker 3	Promotion	04/11/16
Parrott, Tony R.	Sanitation Worker	New Hire	04/12/16

\*Class Change from M&R Worker 3 (TG6) to Customer Service Field Rep 2 (TG6)

^Class Change from M&R Leader 1 (TL7) to Customer Service Field Rep 3 (SR7)

SHERIFF

Coon, Dani R	Correctional Officer 2	Promotion	04/10/16
*Graulau, Michael P.	Correctional Officer 2	Demotion	04/18/16
Lopez, Jhuliana	Correctional Officer 2	Promotion	04/10/16
Wickware, Timika E.	Correctional Officer 2	Promotion	04/10/16
Wright, Consondra D.	Correctional Officer 2	Promotion	04/10/16

\*Demotion from Correctional Officer-Sergeant (CO3) to Correctional Officer 2 (CO2)

WATER SERVICES

Biggerstaff, Ross M.	Application Technician 3	Promotion	04/09/16
Johnson, Jason T.	Application Technician 3	Promotion	03/26/16
Copley, Donald H.	Industrial Electrician 1	New Hire	04/09/16
Mills, Todd L.	Industrial Electrician 1	New Hire	04/09/16
Drew, Mary Y.	Office Support Specialist 2	Promotion	04/09/16
Moore, Rhonda J.	Office Support Specialist 2	Promotion	03/26/16
Woods, Karion E.	Office Support Specialist 2	Promotion	04/09/16
Barkley, Russell S.	Plumber	Promotion	03/26/16
Brock, Ronnie G.	Plumber	Promotion	03/26/16
Canfield, Mark E.	Plumber	Promotion	03/26/16
Satterfield, Timothy C.	Plumber	Promotion	03/26/16
Stewart, William J.	Plumber	Promotion	03/26/16
Shaw, Richard J.	Treatment Plant Technician 1	Promotion	04/09/16

**MOTION:** After some discussion, Commissioner North moved for approval of the appointments as listed. 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>
Dawkins Jr, John D.	Plans Examiner 2	Pension	Codes	04/01/16
Perry, Tanya R.	Emergency Telecomm Officer 2	Resignation	ECC	04/18/16
Davis, Aaron Z.	Finance Officer 2	Resignation	Finance	04/01/16
Duran, Diana	Finance Officer 2	Resignation	Finance	04/15/16
Birdwell, Gary K.	Fire Captain	Pension	Fire	04/13/16
White, Robert P.	Fire Engineer	Pension	Fire	04/14/16
Reed, Reginald Duane	Fire Fighter 2	Pension	Fire	03/26/16
Johnson, George R.	Fire Maint Worker 1	Deceased	Fire	03/31/16
Jesse, Erik D.	Paramedic 1	Dismissal	Fire	04/05/16
Lewis, David R.	Information Systems Advisor 1	Pension	ITS	04/04/16
Bauernfeind, Rebecca D.	Probation Officer 1	Resignation	Juvenile Court	04/22/16
Welch, William G.	Bldg Maint Lead Mechanic	Resignation	Parks	04/01/16
Rucker, Latoyisha R.	Recreation Leader	Dismissal	Parks	04/21/16
Smith, Jamie S.	Recreation Leader	Pension	Parks	04/15/16
Picott, Victoria R.	Specialized Skills Instr	Resignation	Parks	04/14/16
Cairns IV, Paul M.	Police Officer 2	Resignation	Police	04/07/16
Clemons, Nathaniel W.	Police Officer 2	Resignation	Police	04/08/16
Hammond, Ian W.	Police Officer 2	Resignation	Police	04/05/16
Pemberton, Gregory L.	Police Officer 2	Pension	Police	03/31/16
Cleek, William S.	Police Officer 2-Fld Training Ofcr	Pension	Police	03/31/16
Melton, Benjamin S.	Library Assoc 1	Resignation	Public Library	04/01/16
Stephenson, Heather N.	Office Support Rep 3	Resignation	Public Library	04/08/16
Wade Jr., Reginald E.	Maint & Repair Worker 1	Resignation	Public Works	04/01/16
Wiley, Isaac A.	Maint & Repair Worker 1	Resignation	Public Works	04/01/16
Cole, Latasha R.	Correctional Officer 1	Resignation	Sheriff	04/05/16
Comilla, Angeline M.	Correctional Officer 1	Resignation	Sheriff	04/08/16
Davis, Jonathan M.	Correctional Officer 1	Resignation	Sheriff	04/10/16
Lintz, Bobby L.	Correctional Officer 2	Resignation	Sheriff	04/03/16
Noel, Vonda K.	Correctional Officer 2	Resignation	Sheriff	04/04/16
Jamison, Jerry L.	Treatment Plant Tech 2	Pension	Water Services	03/29/16
Nelson, Larry	Treatment Plant Tech 2	Pension	Water Services	03/22/16

**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>
Finance Officer 2 - Financial Accountability	Finance	64	Open	04/01/16	A
Service Representative 2 - Dispatch	Water Services	99	Open	04/04/16	E
Correctional Officer 2	Sheriff's Office	26	Dept	04/04/16	E
Maintenance & Repair Worker 2 - Golf	Parks	1	Open	04/05/16	A
IS Division Manager - Communications	ITS	12	Open	04/05/16	E
Administrative Services Manager - Safety	Public Works	43	Open	04/06/16	E

ELIGIBILITY REGISTER REPORT

<u>CLASSIFICATION</u>	<u>DEPT</u>	<u>ON LIST</u>	<u>TYPE</u>	<u>DATE</u>	<u>ESTABLISH/ ABOLISH</u>
Maintenance & Repair Worker 1	Parks	52	Cont	04/06/16	E
Property Standards Inspector 1	Codes	74	Cont	04/07/16	E
Finance Officer 2 - Contract Compliance	Finance	60	Open	04/07/16	E
Maintenance & Repair Worker 3 - Sign Shop	Public Works	1	Dept	04/08/16	E
Senior Internal Auditor	Internal Audit	11	Open	04/12/16	A
Administrative Assistant - Employee & Account Care	ITS	158	Open	04/14/16	E
Police Security Guard	Police	195	Cont	04/15/16	E
Engineering Tech 3 - Water Engineering	Water Services	23	Open	04/15/16	A
IS Division Manager - Systems Lifecycle	ITS	1	Dept	04/15/16	E
Equipment Servicer	General Services	18	Cont	04/19/16	E
Automotive Mechanic	General Services	55	Cont	04/19/16	E
Administrative Services Officer 3 - Recruitment	Human Resources	1	Dept	04/20/16	E
Equipment Mechanic	General Services	32	Cont	04/20/16	E
General Services Div Mgr - Building Ops & Sup Serv	General Services	51	Open	04/21/16	E
Treatment Plant Manager - Wastewater	Water Services	8	Dept	04/21/16	E
Adm Services Mgr - Nashville AfterZone Alliance	Public Library	109	Open	04/22/16	E
Application Technician 3 - Library Accounts Coord	Public Library	23	Open	04/22/16	E
Property Guard 2 - Public Library	Public Library	42	Open	04/22/16	E
Human Resources Analyst 1	Human Resources	287	Open	04/22/16	A
Equipment & Supply Clerk 3 - Police	Police	2	Dept	04/26/16	A
Emergency Telecommunication Officer 1	ECC	18	Cont	04/26/16	E
Equipment Operator 1 - Mailroom & Delivery	Library	88	Open	04/27/16	E
Industrial Mechanic 1 - Operations	Water Services	24	Open	04/27/16	E
Maintenance & Repair Worker 2 - Grounds/Landscaping	Parks	16	Cont	04/27/16	E
IS Applications Tech 2 - Training/Business Solutions	ITS	27	Open	04/27/16	E
Industrial Electronics Tech 1 - Operations	Water Services	10	Open	04/27/16	A
Customer Service Field Representative 2	Water Services	86	Open	04/28/16	A
IS Applications Analyst 3 - Web Support	ITS	1	Dept	04/28/16	E
Equipment Operator 3 - Paving	Public Works	15	Open	04/29/16	A
Equipment Operator 3 - Roads & Waste Management	Public Works	25	Open	04/29/16	A
Equipment Operator 3 - Signal Construction	Public Works	6	Dept	04/29/16	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 ITEMSFINANCE**(1: Director Talia Lomax-O'dneal requests approval for an open range increase for Michelle Hernandez-Lane**

Deputy Director Gene Nolan and Human Resources Analyst Libby Cain were present before the Commission. Deputy Director Nolan said Ms. Hernandez-Lane would be serving as the Chief Diversity Officer while maintaining her duties as Director of the Office of Minority and Women Business Assistance in the Finance Department, therefore the department requested an open range increase to compensate her for these additional duties.

**MOTION:** After some discussion, Commissioner Link moved to approve the request for an open range increase. Seconded by Commissioner North, and the Commission approved without objection.

INFORMATION TECHNOLOGY SERVICE

- (2: Director Keith Durbin requests approval to hire above base Ashley North as an Administrative Assistant at SR09, step 5

Assistant Director Cyndy Maddox and Human Resources Analyst Patrick Kennedy were present before the Commission. Assistant Director Maddox said Ms. North started as a student intern, and ITS needs someone to help with all of the Mayor's initiatives.

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

HUMAN RESOURCES

Human Resources Director, Veronica T. Frazier, submits the following for the Commission's consideration and appropriate action:

- (3: Review of Initial Order – Philip Evans, Police Department – Termination

Former Police Officer Philip Evans, his Legal Counsel Daphne Davis, and Metro Attorney Jennifer Crim, representing the Police Department, were present before the Commission to discuss the Initial Order.

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

- (4: Appeal of Medical Disqualification: TP, Applicant for Police Officer Trainee

Applicant TP and Civil Service Medical Examiner Matthew Hine were present before the Commission to discuss the appeal.

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

- (5: Appeal of Medical Disqualification: AD, Applicant for Police Officer Trainee

Applicant AD and Civil Service Medical Examiner Matthew Hine were present before the Commission to discuss the appeal.

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

- (6: Appeal of Medical Disqualification: HS, Applicant for Police Officer Trainee

Applicant HS and Civil Service Medical Examiner Matthew Hine were present before the Commission to discuss the appeal. Human Resources Analyst Seth Waltenbaugh later joined them.

**MOTION:** *After some discussion, Commissioner Link moved to approve the appeal. Seconded by Commissioner North. After additional discussion, Chairman Farmer called for a vote, and the Commission approved without objection as follows: Vice-Chairman Corbitt –Aye; Commissioner Link–Aye; Commissioner North –Aye; Commissioner Sanders – Aye.*

**(7: Appeal of Medical Disqualification: NS, Applicant for Police Officer Trainee**

Applicant NS and Civil Service Medical Examiner Matthew Hine were present before the Commission to discuss the appeal.

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

**(8: Appeal of Medical Disqualification: SS, Applicant for Police Officer Trainee**

Applicant SS and Civil Service Medical Examiner Matthew Hine were present before the Commission to discuss the appeal.

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

**(9: Appeal of Medical Disqualification: DS, Applicant for Police Officer Trainee**

Human Resources Analyst Seth Waltenbaugh and Civil Service Medical Examiner Matthew Hine were present before the Commission to discuss the appeal.

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

**(10: Request for Leave from Civil Service status for Christiana Mayo**

Human Resources Assistant Director Michael Taylor was before the Commission to make the request.

**MOTION:** *After some discussion, Commissioner North moved to approve the Request for Leave from Civil Service. Seconded by Commissioner Sanders, and the Commission approved without objection.*

**(11: 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.

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

**(12: Human Resources Updates**

Human Resources Director Veronica Frazier announced the Human Resources Department hosted a lunch and learn at Tennessee State University School of Engineering to discuss with students career opportunities in Public Works and Water. Representatives from the two departments also attended.



HR staff attended a job fair at Bass Alternative Learning Center in East Nashville for adults seeking their high school diploma, as well as teens. The teens were referred to the Mayor's Office for possible participation in their youth employment program.

The HR outreach coordinator participated in a job readiness workshop at Martha O'Bryan Center that was hosted by Aramark for participants ages 17-24.

Lastly, the Mayor accepted the Civil Service Commission's FY2017 Pay Plan in her proposed budget, and added funding for an across the board 3.1% pay increase for Metro employees. Next, the Mayor's budget will be presented to the City Council.

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

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

There were none.

**With nothing further, the regular meeting adjourned at 9:06 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**