



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

July 12, 2016

8:30 a.m.

Howard Office Building
Sonny West Room

700 2nd 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 June 14, 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.

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APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
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ARTS COMMISSION

*Peterson, Skylar P.	Office Support Spec 1	Department Transfer/Class Change	06/22/16
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*Department Transfer from Sheriff's office (Correctional Officer) to Arts Commission (Office Support Specialist 1)

CODES ADMINISTRATION

Moore, Teresa G.	Office Support Rep 3	New Hire	06/06/16
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FINANCE

*Watson, Jerval D.	Business Development Officer	Transition - Civil Service	06/13/16
Fouad, Matthew M.	Finance Officer 2	New Hire	06/20/16

*Transition to CS from Non-CS status

FIRE

Crocker, Robert B.	Equip & Supply Clerk 3	New Hire	06/16/16
Henson, Daniel A.	Equip & Supply Clerk 3	New Hire	06/16/16
*Young, Mark A.	Fire Engineer	Return from Pension	06/01/16

*Return from Pension to same classification

GENERAL SERVICES

Swinson, Elizabeth H.	Admin Svcs Mgr	Promotion	06/20/16
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INTERNAL AUDIT

Carson Jr, James Anthony	Senior Internal Auditor	Re-hire	06/20/16
Hatfield, Seth A.	Senior Internal Auditor	Promotion	06/04/16

JUVENILE COURT

Craig, Michael C.	Admin Svcs Officer 4	Promotion	06/20/16
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PARKS

*Moore, Patrick S.	Maint & Repair Worker 1	Transition - Civil Service	06/01/16
Bowen, Jimmy W.	Maint & Repair Worker 2	New Hire	06/21/16
Mahrenholz, Luke E.	Maint & Repair Worker 2	New Hire	06/21/16
Tippit, James R.	Maint & Repair Worker 3	Promotion	06/03/16
Lusk, Cami A.	Office Support Spec 1	Promotion	06/03/16
Evans, Wayne E.	Parks & Recreation Supt	Promotion	06/03/16
^Peck, Dru M.	Recreation Leader	Transition - Civil Service	06/01/16
Reffett, Kristin E.	Specialized Skills Instr	Promotion	06/01/16

*Transition to CS from Seasonal status

^Transition to CS from Part Time status

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>POLICE</u>			
Verre, Allison F.	Crime Lab Forensic Tech	New Hire	06/01/16
Russell, Robert S.	Police Lieutenant	Promotion	06/01/16
*Akyildiz, Gunes	Police Officer 1	Class Change	06/15/16
*Anson, Kimberly	Police Officer 1	Class Change	06/15/16
*Basaldua, Rudy	Police Officer 1	Class Change	06/15/16
*Birdwell, Johnathon	Police Officer 1	Class Change	06/15/16
*Bleem, Colin	Police Officer 1	Class Change	06/15/16
*Box, Phillip	Police Officer 1	Class Change	06/15/16
*Cagle, Ryan	Police Officer 1	Class Change	06/15/16
*Carroll, Nicholas	Police Officer 1	Class Change	06/15/16
*Cenicola, Gregory	Police Officer 1	Class Change	06/15/16
*Cox, Cheri Lynn	Police Officer 1	Class Change	06/15/16
*Deiterick, John D.	Police Officer 1	Class Change	06/15/16
*Fikes, Hunter	Police Officer 1	Class Change	06/15/16
*Fox, Amanda	Police Officer 1	Class Change	06/15/16
*Frazier Jr, Steven	Police Officer 1	Class Change	06/15/16
*Georgeson, Alexander	Police Officer 1	Class Change	06/15/16
*Gibbs, William	Police Officer 1	Class Change	06/15/16
*Gonzalez, Juan	Police Officer 1	Class Change	06/15/16
*Holden, Edward	Police Officer 1	Class Change	06/15/16
*Hughes, Brandon	Police Officer 1	Class Change	06/15/16
*Hughes, Jefferson B.	Police Officer 1	Class Change	06/15/16
*Jarvis, Jamal	Police Officer 1	Class Change	06/15/16
*Jaworski, Cody	Police Officer 1	Class Change	06/15/16
*Keller, Eric	Police Officer 1	Class Change	06/15/16
*Kersten, Samuel A.	Police Officer 1	Class Change	06/15/16
*Lancaster, Patrick	Police Officer 1	Class Change	06/15/16
*Leeper, Benjamin	Police Officer 1	Class Change	06/15/16
*Lewis, Clayton	Police Officer 1	Class Change	06/15/16
*Mulready, Emily	Police Officer 1	Class Change	06/15/16
*Ortiz, Aimee L.	Police Officer 1	Class Change	06/15/16
*Pittman Jr, Benny	Police Officer 1	Class Change	06/15/16
*Rizo, Anthony	Police Officer 1	Class Change	06/15/16
*Sampson, Brittani	Police Officer 1	Class Change	06/15/16
*Sansone, Geoffrey	Police Officer 1	Class Change	06/15/16
*Scott, Jessica	Police Officer 1	Class Change	06/15/16
*Taylor, Franklin B.	Police Officer 1	Class Change	06/15/16
*Thompson, Michael	Police Officer 1	Class Change	06/15/16
*Toney, Derrick	Police Officer 1	Class Change	06/15/16
*Vaught, Peter	Police Officer 1	Class Change	06/15/16
*Wadham, Daniel	Police Officer 1	Class Change	06/15/16
*Ware, Frederick	Police Officer 1	Class Change	06/15/16
Dunavin, Nina	Police Operations Coord 1	Promotion	06/16/16
Taylor, Morgan D.	Police Operations Coord 1	Promotion	06/16/16
Scantling, Tahandshea N.	Police Operations Coord 2	Promotion	06/16/16
Hawkins, Justin W.	Police Security Guard 1	New Hire	06/16/16
Blunier, Garret M.	Police Sergeant	Promotion	06/01/16
Dooley, Harrison C.	Police Sergeant	Promotion	06/01/16

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>POLICE</u>			
Hotz, Michael P.	Police Sergeant	Promotion	06/01/16
Hudson III, William B.	Police Sergeant	Promotion	06/01/16
Picanzo, Jason R.	Police Sergeant	Promotion	06/01/16
Read, Adam D.	Police Sergeant	Promotion	06/01/16
Smallwood, James M.	Police Sergeant	Promotion	06/01/16
Tetterton, Samuel	Police Sergeant	Promotion	06/01/16
Thomas, Warren R.	Police Sergeant	Promotion	06/01/16

*Class change from Police Officer Trainee to Police Officer 1

PUBLIC LIBRARY

*Bryson, Shelly	Circulation Asst 1	Department Transfer/Class Change	06/05/16
Wallace, Jerry W.	Library Assoc 1	New Hire	06/05/16

*Department Transfer from Police (Police Operations Asst, SR4) to Library (Circulation Asst 1, SR4)

PUBLIC WORKS

Sutton, William L.	Cust Svc Field Rep 1	Promotion	06/06/16
Bowen, Michael R.	Equip Operator 1	Promotion	06/21/16
Webb-Fisher, Jerry J.	Equip Operator 1	Promotion	06/20/16
Mitchell, Michael M.	Equip Operator 3	Promotion	06/20/16
Thompson, Michael B.	Equip Operator 3	Promotion	06/21/16
Rainey, Thomas J.	Maint & Repair Leader 1	Promotion	06/20/16
Burum, Michael T.	Maint & Repair Worker 1	New Hire	06/20/16
Crumpler, Anthony K.	Maint & Repair Worker 1	New Hire	06/21/16
Perkins, Antwain L.	Maint & Repair Worker 1	New Hire	06/21/16
Ridiner, Mitchell T.	Maint & Repair Worker 1	New Hire	06/21/16
Tolli, John S.	Maint & Repair Worker 1	New Hire	05/24/16
Waggoner Jr, Anthony L.	Maint & Repair Worker 1	New Hire	06/20/16
*Baker, Sharonda R.	Office Support Spec 2	Department Transfer	06/18/16
Hamilton, Donovan T.	Sanitation Worker	New Hire	06/07/16
Buhler, Adam L.	Signal Tech 1	Re-hire	06/20/16

*Department Transfer from Water to Public Works

SHERIFF

Hardin, Aaron B.	Correctional Officer 2	Promotion	06/26/16
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SOCIAL SERVICES

Webb, Wandria S.	Social Worker 2	New Hire	06/13/16
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WATER SERVICES

Harden, Jason L.	Cust Svc Field Rep 2	New Hire	06/18/16
*Hawkins, Newman F.	Cust Svc Field Rep 2	Department Transfer/Class Change	06/18/16
Kincaid, Kevin D.	Cust Svc Field Rep 2	New Hire	06/18/16
^Williams, Tessa R.	Cust Svc Field Rep 2	Class Change/Lateral	06/18/16

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>WATER SERVICES</u>			
Ibido, Tiffany L.	Engineer 2	Promotion	06/04/16
Moore, Bryan G.	Engineer 2	Re-hire	06/18/16
Griffin, Sabrina H.	Finance Officer 3	New Hire	06/04/16
**Holbrook, Anna M.	Finance Officer 3	Class Change/Lateral	06/04/16

*Department Transfer from Public Works (M&R Worker 1, TG3) to Water (Customer Svc Field Rep 2, SR6)

^Class Change from Office Support Rep 3 (SR6) to Customer Service Field Rep 2 (SR6)

**Class Change from ASO 4 (SR12) to Finance Officer 3 (SR12)

MOTION: After some discussion, Vice-Chairman Corbitt moved for approval of the 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>
Roberts, Charles E.	Mech/Gas Inspector 1	Pension	Codes Administration	05/31/16
Arce, Sergio J.	Emer Telecomm Off 1	Resignation	ECC	05/29/16
Walker, Stacey M.	Emer Telecomm Off 1	Dismissal	ECC	06/13/16
Fonseca, Manuel A.	Fire Asst Chief	Pension	Fire	05/31/16
Wilkerson, Michael D.	Fire Captain	Pension	Fire	05/27/16
Savage, Ashley D.	Fire Fighter 2	Dismissal	Fire	05/18/16
Freeman, Donald T.	Fire Fighter/Paramedic	Pension	Fire	05/29/16
Hernandez, Edilberto	Warrant Officer 2	Resignation	Juvenile Court	06/03/16
Jones, Alvinita M.	Paralegal	Resignation	Law	06/03/16
Smith, Dylan S.	Maint & Repair Worker 2	Resignation	Parks	06/06/16
Sykes, Deborah A.	Naturalist 1	Resignation	Parks	05/18/16
Burnette, Jeffrey K.	Police Officer 2	Pension	Police	05/31/16
McDaniel, Tyler T.	Police Officer 2	Resignation	Police	06/01/16
Perez, Jonathan	Police Officer 2	Deceased	Police	06/05/16
Reasonover Jr, David H.	Police Officer 2	Pension	Police	05/27/16
Roncskevitz, Kirk J.	Police Officer 2	Pension	Police	05/26/16
Norman, Katreda	Police Operations Asst 1	Resignation	Police	05/24/16
Allen, Andrew L.	Police Sergeant	Resignation	Police	06/01/16
Donahue, Jamie L.	Library Assoc 1	Resignation	Public Library	05/26/16
Limniatis, Christiana	Library Assoc 1	Resignation	Public Library	05/27/16
Okpara, Ibiba M.	Library Mgr 1	Pension	Public Library	06/01/16
Racke, Tricia L.	Library Svcs Asst Dir	Resignation	Public Library	06/17/16
Jenkins, Joshua J.	Maint & Repair Worker 1	Resignation	Public Works	06/03/16
Marchese, Nicholas A.	Correctional Officer 1	Resignation	Sheriff	06/15/16
Gesar, Douglas D.	Correctional Officer 2	Resignation	Sheriff	05/25/16
Pass, Don R.	Correctional Officer 2	Pension	Sheriff	06/17/16
Clem, Julia A.	Homemaker	Pension	Social Services	06/03/16
McKissick, Vicki L.	Program Supv	Resignation	Social Services	05/25/16
Porter, Peyton E.	Cust Svc Field Rep 2	Resignation	Water Services	05/27/16
McMahon, Portia A.	Finance Officer 3	Pension	Water Services	06/17/16
Graves, Gene H.	Info Systems App Analyst 3	Pension	Water Services	06/03/16
Kremer, Helen K.	Office Support Rep 3	Resignation	Water Services	06/02/16
Brown, James W.	Treatment Plant Shift Supv	Pension	Water Services	06/03/16
Hunter, Michael P.	Treatment Plant Tech 3	Resignation	Water Services	05/31/16
Johnson, Wendy	Treatment Plant Tech 3	Dismissal	Water Services	06/10/16

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>ESTABLISH/ DATE</u>	<u>ABOLISH</u>
Library Services Asst Director - Main Library	Public Library	1	Dept	06/01/16	E
Library Services Asst Director - Branch Services	Public Library	1	Dept	06/01/16	E
Library Services Asst Director - Tech & Collections	Public Library	1	Dept	06/01/16	E
Library Services Asst Director - Community	Public Library	1	Dept	06/01/16	E
Special Projects Manager - Library Adm Services	Public Library	1	Dept	06/01/16	E
Customer Service Field Rep 2 - Meter Maintenance	Water Services	71	Open	06/02/16	E
Sanitation Worker	Public Works	39	Cont	06/02/16	E
Internal Auditor - Senior	Internal Audit	11	Open	06/02/16	E
IS Assistant Director - Chief Data Officer	ITS	44	Open	06/02/16	E
Engineer 2 - Stormwater	Water Services	14	Open	06/03/16	E
Parks & Recreation Superintendent - Golf/Sports	Parks	41	Open	06/09/16	E
Finance Officer 2 - Finance Accountability	Finance	47	Open	06/10/16	E
Business Development Officer - Finance	Finance	17	Open	06/10/16	E
Equipment & Supply Clerk 3 - Fire	Fire	56	Open	06/10/16	E
Application Technician 3 - Customer Service Phone Ctr	Water Services	8	Dept	06/13/16	E
Administrative Services Manager - Design	General Services	2	Dept	06/13/16	E
IS Applications Analyst 3 - Police	Police	8	Open	06/13/16	A
Equipment Operator 3 - Roads	Public Works	40	Open	06/14/16	E
Maintenance & Repair Worker 1 - Nights	Public Works	33	Open	06/15/16	E
Police Officer Trainee	Police	30	Cont	06/15/16	E
Maintenance & Repair Leader 1 - Roads	Public Works	37	Dept	06/16/16	E
Administrative Assistant - Command Support	Police	16	Dept	06/16/16	E
Correctional Officer 1	Sheriff's Office	19	Cont	06/17/16	E
Administrative Services Officer 4 - Security	Juvenile Court	36	Open	06/20/16	E
Crime Scene Technician 1	Police	386	Cont	06/21/16	E
Recreation Leader - Aquatics	Parks	1	Open	06/22/16	A
Program Specialist 2 - Library Services for the Deaf	Public Library	31	Open	06/24/16	E
Administrative Services Officer 4 - NAZA Project Mgr	Public Library	64	Open	06/24/16	E
Library Manager 2 - Teen Services	Public Library	10	Open	06/27/16	E
CAD/GIS Analyst 1 - Planning	Planning Commission	76	Open	06/29/16	A

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

DEPARTMENTAL ITEMS

BEER BOARD

(1: Executive Director Jackie Eslick is requesting Leave from Civil Service Status

Executive Director Jackie Eslick and Human Resources Analyst Les Bowron were present before the Commission to request the Leave from Civil Service.

MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the request for Leave from Civil Service. Seconded by Commissioner North, and the Commission approved without objection.

PLANNING**(2: Executive Director Doug Sloan is requesting Leave from Civil Service Status for Ms. Lou Edwards**

Finance Officer Jeffrey Leach and Human Resources Analyst Monica Anderson were present before the Commission to request the Leave from Civil Service.

MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the request for Leave from 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:

(3: Metro Fire Department employee, Michael Hall, is requesting a waiver to extend his IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation

Human Resources Manager Jamie Summers, Paramedic Michael Hall, and Human Resources Analyst Brian Ward were present before the Commission to discuss the waiver extension. Paramedic Hall explained he was originally injured on duty while lifting a patient. Non-surgical methods were prescribed to address the injury, but there have been two instances of aggravation to the injury. Paramedic Hall's physician recommends surgery scheduled for July 28, 2016, and estimates a full return to duty on or before November 1, 2016, after an additional 12 weeks of IOD time following surgery.

MOTION: After some discussion, Vice-Chairman Corbitt moved to extend the IOD time an additional 12 weeks. Seconded by Commissioner Sanders, and the Commission approved without objection.

(4: Memorandum of Understanding for Service Employees International Union (SEIU)

Human Resources Assistant Director Michael Taylor, SEIU Communications Coordinator Mark Naccarato, and Human Resources Analyst Patrick Kennedy were present before the Commission.

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

(5: Revisions to Civil Service Rules Chapter 9

Human Resources Assistant Director Michael Taylor and Human Resources Analyst Patrick Kennedy were present before the Commission to discuss the rule clarifications by Metro Legal, the SEIU, and Sheriff's Office.

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

(6: Request for public hearing on revised Civil Service Rule Section 5.7

Human Resources Assistant Director Michael Taylor and Human Resources Analyst Patrick Kennedy were present before the Commission.

MOTION: *After some discussion, Vice-Chairman Corbitt moved to approve the request for a public hearing on August 9. Seconded by Commissioner Link, and the Commission approved without objection.*

(7: Administrative Law Judge Hearing Calendar

Chairman Farmer asked if the report had been submitted to the Administrative Law Judges. Ms. Frazier 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.*

(8: Human Resources Updates

Human Resources Director Veronica Frazier announced Human Resources Department staff coordinated the Mayor's successful Commit to Wellness initiative, and staffed the health and financial wellness screening events at five Metro worksites throughout the month of June.

HR staff met with representatives from the PENCIL Foundation and will be a PENCIL Partner with Caldwell Enhanced Option Elementary School, primarily in support of the school's reading clinic working one-on-one with struggling students.

HR and ITS staff completed the E-911 Dispatcher promotional video which is currently being broadcast on the Metro Nashville Network.

HR staff is working with the Mayor's Office on her workforce development and access to high-quality education initiatives. As a result, Metro has joined the Middle Tennessee Reconnect Community project, gathering data to assess the education attainment level of our workforce. Once completed, we will use the data to implement policies and programs in support of workforce development and furthering employee education.

We would like to congratulate and bid farewell to Human Resources Analyst Patrick Kennedy who will be attending law school. Thank you for your service.

ACTION: *This was for a report only.*

(9: Communiqués from the public on pending hearings

There were none.

With nothing further, the regular meeting adjourned at 8:45 a.m.

ATTEST:

APPROVED:

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

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