



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

August 9, 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, 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 to the minutes of the last **Regular Meeting of July 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
HUMAN RESOURCES ITEMS

PG. 2-5
PG. 5-6
PG. 6-7
PG. 7-8

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>FINANCE</u>			
*Hale, Lesia D.	Application Tech 3	Return from Pension	07/05/16
*Return from Pension to Same Classification			
<u>FIRE</u>			
Armistead, Michael S.	Fire Engineer	Promotion	07/16/16
Boatman, Michael S.	Fire Engineer	Promotion	07/16/16
Breece, Michael D.	Fire Engineer	Promotion	07/16/16
Brown, Andrew Stewart	Fire Engineer	Promotion	07/16/16
Brown, Tim E.	Fire Engineer	Promotion	07/16/16
Cannon, Cassandra L.	Fire Engineer	Promotion	07/16/16
Carpenter, Robert T.	Fire Engineer	Promotion	07/16/16
Champion, Justin Larry	Fire Engineer	Promotion	07/16/16
Dawson, Justin B.	Fire Engineer	Promotion	07/16/16
Demonbreun III, Walter E.	Fire Engineer	Promotion	07/16/16
Dorley Jr, Momolu S. B.	Fire Engineer	Promotion	07/16/16
Dozier, Donald Lee	Fire Engineer	Promotion	07/16/16
Dragan, Jeffrey S.	Fire Engineer	Promotion	07/16/16
Flowers, Timothy C.	Fire Engineer	Promotion	07/16/16
Hayes Jr, Geauthor L.	Fire Engineer	Promotion	07/16/16
Henry, Patrick F.	Fire Engineer	Promotion	07/16/16
Holland, Charles F.	Fire Engineer	Promotion	07/16/16
Johnson, Edwin L.	Fire Engineer	Promotion	07/16/16
Jones, David Brian	Fire Engineer	Promotion	07/16/16
Jordan, Douglas C.	Fire Engineer	Promotion	07/16/16
Judd, Matthew Scott	Fire Engineer	Promotion	07/16/16
Kerr, Steven Brantly	Fire Engineer	Promotion	07/16/16
Knipfer, Joseph R.	Fire Engineer	Promotion	07/16/16
Manning Jr, Lenny A.	Fire Engineer	Promotion	07/16/16
Morrison, William A.	Fire Engineer	Promotion	07/16/16
Murrell, Florez A.	Fire Engineer	Promotion	07/16/16
Neal, Robert A.	Fire Engineer	Promotion	07/16/16
Rives Sr, David E.	Fire Engineer	Promotion	07/16/16
Schroeder, Solomon D.	Fire Engineer	Promotion	07/16/16
Secrest, Jonathan W.	Fire Engineer	Promotion	07/16/16
Silvage, Tracy A.	Fire Engineer	Promotion	07/16/16
Taylor, Michael W.	Fire Engineer	Promotion	07/16/16
Taylor, Ricky C.	Fire Engineer	Promotion	07/16/16
Tomlinson, Christopher W.	Fire Engineer	Promotion	07/16/16
*Chappell, Sheryn L.	Office Support Rep 3	Transition - Civil Service	07/01/16

*Transition to CS from Temporary Status

GENERAL SERVICES

Adcock, Kenneth R.	Equip Mechanic	New Hire	07/18/16
*Jones, Edna J.	Safety Coordinator	Department Transfer	07/04/16

*Department Transfer from Public Works to General Services

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>HUMAN RESOURCES</u>			
*Bell, Stephen F.	Admin Svcs Officer 3	Class Change/Lateral	07/18/16
*Workings, Vechelle B.	Admin Svcs Officer 3	Class Change/Lateral	07/18/16
^Gordon, Tamera R.	Human Resources Analyst 1	Transition - Civil Service	07/04/16
*Class Change from HR Analyst 2 (OR3) to ASO 3 (OR3)			
^Transition to CS from Temporary Status			

INFORMATION TECHNOLOGY SERVICE

*Powell, Randy W.	Info Sys Comm Analyst 1	Department Transfer/Class Change	07/01/16
*Sykes Jr, Jerry W.	Info Sys Comm Analyst 1	Department Transfer/Class Change	07/01/16
^Hardin, Benjamin R.	Info Sys Comm Analyst 2	Department Transfer/Class Change	07/01/16
**Norwood, Rondal E.	Info Sys Comm Analyst 3	Department Transfer/Vol Reduction in Grade	07/01/16
Maze, Samantha L.	Info Systems App Analyst 2	New Hire	06/29/16
^^Kelly, Karen R.	Info Systems App Tech 2	Department Transfer/Class Change	07/01/16
Mace, Robyn	Info Systems Asst Dir	New Hire	07/18/16
***Clinard III, Joseph M.	Info Systems Div Mgr	Department Transfer/Vol Reduction in Grade	07/01/16
^^^Stafford, Daryl R.	Information Systems Advisor 1	Department Transfer	07/01/16
^^^Jamison, Michael M.	Office Support Spec 1	Department Transfer	07/01/16
*Department Transfer from General Svcs (Radio Tech 3, TL13) to ITS (IS Comm Analyst 1, OR3)			
^Department Transfer from General Svcs (Tech Specialist 1, OR4) to IS Comm Analyst 2, OR4)			
**Department Transfer from General Svcs (Tech Specialist 2, OR6) to ITS (IS Comm Analyst 3, OR5)			
^^Department Transfer from General Svcs (App Tech 3, ST9) to ITS (IS App Tech 2, OR2)			
***Department Transfer from General Svcs (General Svcs Asst Dir, OR 11) to ITS (IS Div Mgr, OR10)			
^^^Department Transfer from General Svcs to ITS			

INTERNAL AUDIT

Cole, Mary C.	Internal Auditor - Senior	New Hire	07/25/16
---------------	---------------------------	----------	----------

JUVENILE COURT

Cousin, Jacob M.	Warrant Officer 1	New Hire	07/04/16
------------------	-------------------	----------	----------

POLICE

Connor, Danielle K.	Crime Scene Technician 1	New Hire	07/16/16
Johnson, Julia C.	Crime Scene Technician 1	New Hire	07/16/16
^Summers, Dustin G.	Office Support Spec 2	Class Change/Lateral	07/01/16

^Class Change from Police Op Coord 2 (ST8) to Office Support Spec 2 (ST8)

PUBLIC LIBRARY

Berliss, Mollie	Admin Svcs Officer 4	New Hire	07/17/16
Akula, Lavanya	Circulation Asst 1	New Hire	07/03/16
*Muhsin, Aven A.	Circulation Asst 1	Transition - Civil Service	07/17/16

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
^Deeb, Elizabeth H.	Office Support Spec 2	Class Change/Lateral	06/30/16
**Head, Kayla E.	Program Spec 2	Transition - Civil Service	07/03/16

PUBLIC LIBRARY

*Transition to CS from Part Time Status
 ^Class Change from ASO 2(SR8) to Office Support Spec 2 (SR8)
 **Transition to CS from Grant-Funded Status

PUBLIC WORKS

*Cain, Sara R.	Admin Svcs Officer 2	Class Change/Lateral	06/27/16
^Coleman, Donald J.	Equipment Operator Senior	Voluntary Reduction in Salary Grade	07/18/16
**Baker, Sharonda R.	Human Resources Analyst 1	Department Transfer/Class Change	06/18/16

*Class Change from Office Support Spec 2 (SR8) to ASO 2 (SR8)
 ^Voluntary Reduction in Grade from M&R Leader (TL9) to Equipment Op Senior (TG8)
 **Department Transfer from Water (Office Support Spec 2, ST8) to Public Works (HR Analyst 1, OR1)

SHERIFF

Arroyo-Perez, Juan C.	Correctional Officer 2	Promotion	07/10/16
Collier, Tyrone J.	Correctional Officer 2	Promotion	07/03/16
Grant, Richard A.	Correctional Officer 2	Promotion	07/03/16
Ramsey, Marvin	Correctional Officer 2	Re-Employment	07/18/16
Smith Jr, David W.	Correctional Officer 2	Promotion	07/03/16

WATER SERVICES

Earls, Lisa M.	Application Tech 3	Promotion	07/02/16
*Carter, Rodney O.	Compliance Inspector 2	Department Transfer/Class Change	07/02/16
^Biggerstaff, Thomas L.	Customer Service Field Rep	Department Transfer/Promotion	07/02/16
**McGlother, Ronnie D.	Customer Service Field Rep	Department Transfer	07/02/16
Nevils Jr, John E.	Customer Service Field Rep	New Hire	07/02/16
Scott, Ramon A.	Customer Service Field Rep	New Hire	07/02/16
Belcher, Stephanie B.	Finance Officer 3	Promotion	07/02/16
Binkley, Christina L.	Finance Officer 3	Promotion	07/02/16
Pylant, Jessie L.	Indust Electronics Tech 1	New Hire	07/16/16
James, Stephanie R.	Office Support Spec 2	Promotion	07/02/16
^^Boissiere, Anthanese W.	Treatment Plant Tech 1	Voluntary Reduction in Salary Grade	07/02/16
***Deckard, David W.	Treatment Plant Tech 1	Voluntary Reduction in Salary Grade	07/02/16
^^Hibbard, Jeffrey	Treatment Plant Tech 1	Department Transfer/Class Change	07/02/16
****Sandoval, Jonathan A.	Treatment Plant Tech 1	Voluntary Reduction in Salary Grade	07/16/16
Smith Jr, Donald W.	Treatment Plant Tech 1	New Hire	07/16/16

*Department Transfer from Codes (Property Stan Insp 1, ST9) to Water (Compliance Insp 2, ST9)
 ^Department Transfer from Public Works (Equipment Op, TG7) to Water (Cust Srv Field Rep , ST7)
 **Department Transfer from Public Works to Water
 ^^Voluntary Reduction in Grade from Compliance Insp 2 (ST9) to Treatment Plant Tech 1 (TG8)
 ***Voluntary Reduction in Grade from Customer Srv Field Rep (ST7) to Treatment Plant Tech 1 (TG8)
 ^^Department Transfer from Police (Police Security Guard 1, ST6) to Water (Treatment Plant Tech 1, TG8)
 ****Department Transfer from Sheriff (Correction Officer 1, CO2) to Water (Treatment Plant Tech 1, TG8)

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>
Miller, Judith S.	Office Support Specialist 2	Pension	Arts Commission	07/15/16
Buycks, Aris K.	Emer Telecommunications Off 1	Resignation	ECC	06/17/16
Brockway, Maureen B.	Emer Telecommunications Off 3	Dismissal	ECC	06/24/16
Bedgood, Jennifer N.	Emer Telecommunications Off 4	Resignation	ECC	07/06/16
Wiggins, Natalie Q.	Emer Telecommunications Off 4	Pension	ECC	07/10/16
Lanius, Edward K.	Admin Services Officer 3	Pension	Finance	06/23/16
Frierson, Larry Larnell	Fire Captain	Pension	Fire	06/23/16
Hill, David A.	Fire Captain	Pension	Fire	06/28/16
Norman, James L.	Fire District Chief	Pension	Fire	07/04/16
Murphy, Kristian B.	Firefighter 3	Pension	Fire	06/29/16
Nash Jr, Raymond J.	Firefighter 3	Pension	Fire	07/07/16
Patterson, Jason W.	Paramedic 1	Dismissal	Fire	07/03/16
Garcia, Juan F.	Automotive Mechanic	Resignation	General Services	07/01/16
Raines, Michael L.	Technical Specialist 1	Pension	General Services	07/05/16
Harris, Greg E.	Info Systems Division Manager	Resignation	ITS	07/15/16
Reams, Jeanette L.	Custodial Services Supervisor	Pension	Parks	07/14/16
Dotson, Janet L.	Office Support Spec 2	Pension	Parks	07/07/16
McLemore, Kevin M.	CAD/GIS Analyst 1	Resignation	Planning Commission	07/01/16
Singletary, Heather L.	Crime Lab Forensic Scientist 3	Resignation	Police	06/24/16
Ratliff, Lynn C.	Info Systems App Analyst 3	Pension	Police	07/15/16
Gross, Jason M.	Police Officer 2	Resignation	Police	07/03/16
Helm II, Wayne D.	Police Officer 2	Resignation	Police	06/17/16
Johnston, Jeb D.	Police Officer 2	Pension	Police	07/12/16
Jordan, Alan B.	Police Officer 2	Pension	Police	06/30/16
Partin, Jacob T.	Police Officer 2	Resignation	Police	07/05/16
Wheeler, John D.	Police Officer 2	Pension	Police	06/30/16
Crockett, Daniel W.	Police Officer 2-Fld Trng Ofcr	Pension	Police	06/22/16
McKissack, Montereon D.	Police Operations Assistant 1	Resignation	Police	07/13/16
Pearce, Lauren M.	Police Operations Assistant 1	Resignation	Police	07/08/16
Skhodjaev, Dilshod K.	Police Operations Assistant 1	Resignation	Police	07/15/16
Jernigan, Vivian C.	Police Operations Assistant 3	Pension	Police	07/15/16
Howard, David B.	Police Sergeant	Dismissal	Police	07/13/16
Markman, Cheryl L.	Admin Services Manager	Pension	Public Library	06/30/16
Moore, Tracy L.	Circulation Assistant 2	Resignation	Public Library	06/24/16
Roberts, Linda S.	Library Manager 2	Pension	Public Library	06/30/16
Subhawong, Rebecca W.	Library Manager 2	Resignation	Public Library	06/17/16
Roseberry, Rachel M.	Program Coordinator	Resignation	Public Library	07/12/16
Fann, Charles J.	Security Officer Coordinator	Resignation	Public Library	06/23/16
Baker, Cody R.	Equipment Operator 3	Resignation	Public Works	06/24/16
Dunlap, Junell I.	Correctional Officer 1	Pension	Sheriff	07/01/16
Lamb, Rachel M.	Correctional Officer 1	Resignation	Sheriff	07/02/16
Petty, Deangelo A.	Correctional Officer 1	Resignation	Sheriff	07/07/16
Celentano Jr, Ralph J.	Correctional Officer 2	Pension	Sheriff	07/05/16
Garmon, Michael E.	Correctional Officer Lieutenant	Pension	Sheriff	07/15/16
Jones, Laura T.	Engineer 2	Resignation	Water Services	06/24/16

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>DATE</u>	<u>ESTABLISH/ ABOLISH</u>
Customer Service Field Rep 2 - Meter Maint	Water Services	63	Open	07/01/16	A*
Equipment Operator 1 - PW	Public Works	42	Open	07/01/16	A*
Equipment Operator 1 - Public Library	Public Library	31	Open	07/01/16	A*
Equipment Operator 1 - Mailroom & Delivery	Public Library	86	Open	07/01/16	A*
Equipment Operator 2 - Operations	Public Works	25	Open	07/01/16	A*
Equipment Operator 2 - Nights & Weekends	Public Works	6	Open	07/01/16	A*
Equipment Operator 2 - Dumptruck	Public Works	5	Open	07/01/16	A*
Equipment Operator 3 - Roads	Public Works	36	Open	07/01/16	A*
Maintenance & Repair Leader 1 - Golf	Parks	6	Open	07/01/16	A*
Maintenance & Repair Leader 1	Parks	21	Open	07/01/16	A*
Maintenance & Repair Leader 1 - Roads	Public Works	37	Open	07/01/16	A*
Maintenance & Repair Worker 1 - Grounds	Parks	56	Open	07/01/16	A*
Maintenance & Repair Worker 1 - Nights	Public Works	33	Open	07/01/16	A*
Maintenance & Repair Worker 3 - Golf	Parks	5	Open	07/01/16	A*
Maintenance & Repair Worker 3	General Services	20	Open	07/01/16	A*
Maintenance & Repair Worker 3 - Grounds	Parks	2	Dept	07/01/16	A*
Maintenance & Repair Worker 3 - HVAC	Parks	1	Dept	07/01/16	A*
Maintenance & Repair Worker 3 - Carpenter	Parks	12	Open	07/01/16	A*
Maintenance & Repair Worker 3 - Parks	Parks	19	Open	07/01/16	A*
Property Guard 2 - Public Library	Public Library	39	Open	07/01/16	A*
Radio Announcer	Public Library	105	Open	07/01/16	A*
Social Worker 2	Social Services	38	Open	07/01/16	A*
Custodian 1 - Public Library	Public Library	24	Open	07/01/16	A*
Maintenance & Repair Worker 2 - Grounds	Parks	38	Open	07/01/16	A*
Maintenance & Repair Worker 3 - Grounds	Parks	27	Open	07/01/16	A*
Circulation Assistant 1	Public Library	93	Cont	07/01/16	E
Golf Course Manager	Parks	1	Dept	07/05/16	A
Emergency Telecommunications Officer 1	ECC	25	Cont	07/05/16	E
Technical Specialist 1 - Police Helicopter Pilot	Police	33	Cont	07/05/16	E
Program Specialist 2 - Library Services for the Deaf	Public Library	31	Open	07/06/16	E
Water Services Assistant Director - Operations	Water Services	1	Dept	07/07/16	E
IS Application Analyst 2 - Web App Developer	ITS	6	Open	07/07/16	E
Police Operations Coordinator 1 - Case Prep	Police	2	Dept	07/07/16	A
Social Worker Senior	Social Services	25	Open	07/08/16	A
Treatment Plant Technician 1	Water Services	109	Open	07/08/16	A
Correctional Officer Lieutenant	Sheriff's Office	2	Dept	07/11/16	A
Administrative Services Officer 2 - PW Records	Public Works	171	Open	07/12/16	E
Maintenance & Repair Worker	Public Works	38	Cont	07/14/16	E
Equipment Mechanic	General Services	23	Cont	07/15/16	E
Industrial Electronics Technician 1 - Operations	Water Services	5	Open	07/19/16	E
Engineering Technician Senior - Water Engineering	Water Services	22	Open	07/20/16	E
Treatment Plant Shift Supervisor - Distribution	Water Services	3	Dept	07/20/16	E
Concessions Clerk 2 - Golf	Parks	19	Open	07/20/16	A
Safety Inspector 2	Water Services	82	Open	07/21/16	E
Administrative Services Officer 4 - Finance/Treasury	Finance	2	Dept	07/22/16	E
IS Applications Analyst 3 - ESS Business	ITS	6	Open	07/22/16	E

ELIGIBILITY REGISTER REPORT

<u>CLASSIFICATION</u>	<u>DEPT</u>	<u>ON LIST</u>	<u>TYPE</u>	<u>ESTABLISH/ DATE</u>	<u>ABOLISH</u>
Custodial Services Supervisor	Parks	3	Dept	07/25/16	A
Adm Services Officer 3 - Cultural Equity	Arts Commission	21	Open	07/27/16	E
Adm Services Manager - Finance & Operations	Arts Commission	1	Dept	07/27/16	E
Internal Auditor 2	Internal Audit	2	Dept	07/28/16	E

*Registers for these classifications are being abolished due to job description changes associated with the FY 2017 Pay Plan effective July 1, 2016.

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

HUMAN RESOURCES

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

(1: Review of Agreed Order – Timothy Tawater, Fire Department – Demotion

Mr. Tawater's Legal Counsel Dewey Branstetter and Metro Attorney Jennifer Crim, representing the Fire Department, were present before the Commission to discuss the Agreed Order.

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

(2: Appeal of Medical Disqualification: KD, Applicant for Police Officer Trainee

Applicant KD and Nurse Practitioner Ashley Lewis, representing Civil Service Medical Examiner Dr. 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.*

(3: Request to Extend the Police Captain Promotional Register for six months

Human Resources Analyst Seth Waltenbaugh and Human Resources Manager Sue Bibb were present before the Commission to discuss the request.

MOTION: *After some discussion, Commissioner Link moved to extend the register an additional six months. Seconded by Vice-Chairman Corbitt, and the Commission approved without objection.*

(4: Memorandum of Understanding (MOU) with Nashville Firefighters and Fire Service Employees Association, Local 140 (IAFF)

Human Resources Assistant Director Michael Taylor and IAFF President Mark Young were present before the Commission to discuss extending the MOU agreement through December 31, 2016.

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

(5: 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.

(6: Human Resources Updates

Human Resources Director Veronica Frazier announced Human Resources has, in consultation with Deloitte, completed a new performance evaluation management system. HR Summer Intern Josh Bowman researched materials and worked on the project. Josh is getting his Master's Degree from Western Kentucky University in Industrial Organization and completing his thesis on Performance Evaluations, and we were lucky to have him.

Human Resources Benefits staff have completed work on an employee, self-service Pension Calculator, which is now available on the website. Pension estimates will soon be mailed to Metro Employees.

The Veterans Service Officer received accreditation with the National Association of County Veterans Service Officers. At next month's meeting, she will present an update on Veterans Service projects and accomplishments.

Over the past several months, Human Resources Staff Member Tam Gordon has partnered with Metro Departments and the Metro Nashville Network, formerly Metro 3, to complete recruitment videos for Metro Departments. Emergency Communications Center Director Michelle Donegan and Tam Gordon will present the recruitment video for ECC.

ACTION: This was for a report only.

(7: Communiqués from the public on pending hearings

There were none.

With nothing further, the regular meeting adjourned at 8:48 a.m.

ATTEST:

APPROVED:

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

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