



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

September 13, 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 August 9, 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.

Chairman Farmer also stated there were Public Hearing Minutes to be approved. He asked if there were any amendments or corrections to the **August 9, 2016 Public Hearing Minutes.** 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	PG. 2-4
TERMINATIONS / PENSIONS	PG. 4-5
ELIGIBILITY REGISTER REPORT	PG. 5-6
DEPARTMENTAL ITEMS	PG. 6-7
HUMAN RESOURCES ITEMS	PG. 7-9

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>ARTS COMMISSION</u>			
Myers, Ian J.	Admin Services Manager	Promotion	07/27/16
Tribble, Cecilia C Olusola	Admin Services Officer 3	Promotion	08/01/16
<u>EMERGENCY COMMUNICATION CENTER</u>			
Brown, Djuna D.	Emer Telecomm Off 1	Re-hire	08/15/16
Buckingham, Rebecca M.	Emer Telecomm Off 1	New Hire	08/15/16
Carroll, Michael C.	Emer Telecomm Off 1	New Hire	08/15/16
Edwards, Ariel L.	Emer Telecomm Off 1	New Hire	08/15/16
Jackson, Diane M.	Emer Telecomm Off 1	New Hire	08/15/16
Kemper, Morgan S.	Emer Telecomm Off 1	New Hire	08/15/16
Shaffernocker, Chandler E.	Emer Telecomm Off 1	New Hire	08/15/16
Shirey, Sara E.	Emer Telecomm Off 1	New Hire	08/15/16
Wutz, Kathryn A.	Emer Telecomm Off 1	New Hire	08/15/16
Wynn, Jeffrey A.	Emer Telecomm Off 1	New Hire	08/15/16
<u>FINANCE</u>			
Hobson, Piper G.	Admin Services Officer 4	Promotion	08/01/16
<u>FIRE</u>			
Felts, Gary B.	Fire Engineer	Promotion	07/16/16
Gillingham Jr, Richard G.	Fire Engineer	Promotion	07/16/16
Moreland Jr, Jerry D.	Fire Engineer	Promotion	07/16/16
Smith, Benjamin A.	Fire Engineer	Promotion	07/16/16
Williams, Patrick L.	Fire Inspector 2	Promotion	08/01/16
Young, Chad A.	Fire Inspector 2	Promotion	08/01/16
<u>GENERAL SERVICES</u>			
Davis, Michelle R.	Equip & Supply Clerk 1	New Hire	08/01/16
Spangle, Wesley A.	Equipment Servicer	New Hire	08/15/16
*Jamison, Michael M.	Office Support Spec 1	Department transfer	08/01/16
*Department Transfer from ITS to General Services			
<u>INFORMATION TECHNOLOGY SERVICE</u>			
Segers, Bradley L.	Info Systems App Analyst 3	New Hire	07/30/16
Kilbane, Michael F.	Information Sys Media Analys 1	Promotion	08/13/16
Couch, Anthony B.	Information Sys Oper Tech 1	New Hire	07/30/16
Donnell, Michael E.	Information Sys Oper Tech 1	New Hire	08/22/16
McWright, Maxwell H.	Information Sys Oper Tech 1	New Hire	08/22/16

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>INTERNAL AUDIT</u>			
Henry, Laura M.	Internal Auditor 2	Promotion	07/30/16
Wen, Nan	Internal Auditor 2	Promotion	07/30/16

PARKS

*McKenzie, William M.	Recreation Leader	Demotion	08/22/16
*Demotion from Aquatics Coord (ST9) to Recreation Leader (ST7)			

PLANNING COMMISSION

*Beers, Kathleen S.	CAD/GIS Analyst 1	Department Transfer/ Transition - Civil Service	08/22/16
*Department Transfer from Assessor's Office (Office Support Rep 2, ST8) to Planning (CAD/GIS Analyst 1, ST9)			

POLICE

Dicke, Julia K.	Administrative Assistant	Promotion	08/16/16
*Orsbon, Angela D.	Administrative Assistant	Voluntary Reduction in Salary Grade	08/16/16
^Evans, Rhonda J.	Crime Lab Forensic Scientist 1	Class Change/Lateral	07/16/16
Whitaker, Lisa P.	Crime Lab Forensic Scientist 1	Promotion	07/16/16
Frierson, Jessica T.	Crime Lab Forensic Scientist 2	Promotion	08/16/16
James, Jasmine P.	Crime Scene Technician 1	Re-hire	07/16/16
**Parker Ayers, Jennifer	Police Crisis Counselor	Transition - Civil Service	08/16/16
Johnson, Mylan Rose	Police Operations Assistant 1	New Hire	08/01/16
Scott, Deborah Delores	Police Operations Assistant 1	New Hire	08/01/16
Anderson, Dalton A.	Police Operations Coordinator 1	Promotion	08/16/16
Bass, Kevin J.	Police Operations Coordinator 1	Promotion	08/16/16

*Voluntary Reduction in Grade from ASO 3 (OR3) to Administrative Assistant (ST9)

^Class Change from ASO 3 (OR3) to Crime Lab Forensic Scientist 1 (OR3)

**Transition to CS from Grant-Funded Status

PUBLIC LIBRARY

*Frederick, Deborah M.	Circulation Assistant 1	Transition - Civil Service	08/14/16
Hamilton, Sabrina N.	Circulation Assistant 1	New Hire	08/14/16
*Phouthavong, Megan A.	Circulation Assistant 1	Transition - Civil Service	07/31/16
Smith, Alexander C.	Circulation Assistant 1	New Hire	08/14/16
*Wallace, Samuel W.	Circulation Assistant 1	Transition - Civil Service	07/31/16
Allman, Timothy John	Library Associate 1	Re-hire	08/14/16
Clark, Ashley M.	Library Associate 1	New Hire	07/31/16
McMahon, Kevin G.	Library Associate 1	Promotion	07/31/16

*Transition to CS from Part Time Status

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PUBLIC WORKS</u>			
*McGlother, Ronnie D.	Customer Service Field Rep	Department Transfer	08/15/16
Binkley, Nathan L.	Maintenance & Repair Worker	New Hire	08/16/16
Brown, Kenneth	Maintenance & Repair Worker	New Hire	08/01/16
Collins, Anthony D.	Maintenance & Repair Worker	New Hire	08/16/16
Guerrier, Jackson R.	Maintenance & Repair Worker	New Hire	08/01/16
Hines III, Charles W.	Maintenance & Repair Worker	Re-hire	08/16/16
Kerr, Cody	Maintenance & Repair Worker	New Hire	08/16/16
Pete, Jhonny T.	Maintenance & Repair Worker	New Hire	08/01/16
Washington, Gaidi	Maintenance & Repair Worker	New Hire	08/16/16
Young, Jonathan C.	Maintenance & Repair Worker	New Hire	08/01/16
^Vaughn, Nelson L.	Sanitation Worker	Class Change/Lateral	07/25/16
*Trentes, Erin K.	Service Representative 2	Department Transfer	08/15/16

*Department Transfer from Water to Public Works

^Class Change from M&R Worker (TG5) to Sanitation Worker (TG5)

WATER SERVICES

Jones, Tyler M.	Customer Service Field Rep	New Hire	07/30/16
Denham, Bob D.	Engineer Technician Senior	Promotion	08/13/16
Johnson, David A.	Engineer Technician Senior	Re-hire	08/13/16
Pipkin, Jamieo T.	Engineer Technician Senior	Promotion	08/13/16
Carroll, William E.	Human Resources Analyst 1	New Hire	08/13/16
Allen III, Richard E.	Indust Maint Supervisor 1	Promotion	08/13/16
Biggs, Kevin A.	Indust Maint Supervisor 1	Promotion	08/13/16
Mundy, Thomas B.	Indust Maint Supervisor 1	Promotion	08/13/16
Potts, James S.	Indust Maint Supervisor 1	Promotion	08/13/16
Williams, Tony	Indust Maint Supervisor 1	Promotion	08/13/16
Hight, John P.	Safety Inspector 2	New Hire	08/09/16
Hayden Jr, Edward G.	Treatment Plant Shift Supervisor	Promotion	08/13/16
Lachmiller, Raymond E.	Treatment Plant Shift Supervisor	Promotion	08/13/16
*Henley, Brian M.	Treatment Plant Technician 1	Department Transfer/ Voluntary Reduction in Grade	07/30/16

*Department Transfer from Sheriff's Office (Correctional Officer 1, CO2) to Water (Treatment Plant Tech 1, TG8)

MOTION: After some discussion, Vice-Chairman Corbitt moved for approval of the appointments as amended. 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>
Lovison, Samuel R.	Finance Officer 2	Resignation	Finance	07/21/16
White, David R.	Admin Services Officer 3	Resignation	Fire	07/25/16
Roque, Antonio	Fire Engineer	Resignation	Fire	07/17/16

Sloan Jr, Lawrence W.	Fire Fighter/Paramedic	Resignation	Fire	08/08/16
Henning, Michael T.	Office Support Rep 3	Pension	General Services	08/12/16

CIVIL SERVICE COMMISSION

09/13/2016 – 5

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Kennedy, Patrick M.	Human Resources Analyst 1	Resignation	Human Resources	07/22/16
Santiago, Antonette E.	Program Specialist 1	Resignation	ITS	07/31/16
Juarwel, John B.	Paralegal	Resignation	Law	08/12/16
Campbell IV, Howell H.	Maintenance & Repair Worker	Resignation	Parks	07/22/16
Chatman, Jeffrey C.	Parks & Recreation Supt	Deceased	Parks	07/19/16
Harris, Martia E.	Police Identification Spec 2	Resignation	Police	08/02/16
Arendall, James R.	Police Officer 2	Pension	Police	07/29/16
Cantrell, Christopher M.	Police Officer 2	Resignation	Police	08/05/16
Clark, Michael D.	Police Officer 2	Pension	Police	07/17/16
Daniels, Dejuan L.	Police Officer 2	Pension	Police	07/19/16
Grady, James B.	Police Officer 2	Pension	Police	08/01/16
Hanor, Christopher W.	Police Officer 2	Resignation	Police	07/29/16
Hibschman, Evan J.	Police Officer 2	Resignation	Police	08/05/16
Hice, Preston D.	Police Officer 2	Resignation	Police	08/05/16
Holley, Keith M.	Police Officer 2	Resignation	Police	07/29/16
Kidd, Jeremy R.	Police Officer 2	Resignation	Police	08/11/16
Smith, Benjamin D.	Police Officer 2	Resignation	Police	08/05/16
Wiser, Jeffrey Richard	Police Officer 2	Pension	Police	08/05/16
Cummings, Erica	Police Operations Assistant 1	Resignation	Police	07/18/16
Murphy, Alice Faye	Police Operations Coordinator 1	Pension	Police	07/31/16
Murphy, Dorothy A.	Police Operations Coordinator 1	Deceased	Police	08/07/16
Suever, Jill M.	Police Operations Coordinator 2	Resignation	Police	08/10/16
Sperle, Lynnaire	Police Operations Supervisor	Pension	Police	07/31/16
Jenkins, Kelvin O.	Police Sergeant	Pension	Police	07/31/16
Reed, Richard E.	Bldg Maint Superintendent	Resignation	Public Library	07/22/16
Raye, Sally A.	Library Associate 1	Pension	Public Library	07/31/16
Bailey, David L.	Admin Services Mgr	Resignation	Public Works	07/20/16
Perkins, Antwain L.	Maintenance & Repair Worker	Resignation	Public Works	07/17/16
Williams, William E.	Maintenance & Repair Worker	Pension	Public Works	07/19/16
Rosado Dejesus, Orlando	Office Support Specialist 1	Resignation	Public Works	07/17/16
Patton, Dedrick L.	Signal Tech 1	Resignation	Public Works	07/17/16
Daniels, Brandi M.	Correctional Officer 1	Resignation	Sheriff	07/26/16
Simpson, Karri L.	Professional Specialist	Resignation	Social Services	08/09/16
Burnette, Rhonda J.	Cust Svc Assistant Manager	Pension	Water Services	07/29/16
Kelley, Lynda L.	Engineer Technician Senior	Resignation	Water Services	07/22/16
Capps, Timothy N.	Equipment Operator Senior	Resignation	Water Services	08/08/16
Briscoe, Rosie A.	Office Support Specialist 2	Pension	Water Services	07/28/16

MOTION: After some discussion, Vice-Chairman Corbitt moved to accept the Termination/Pension report as amended for the 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>
Correctional Officer Trainee	Sheriff's Office	10	Cont	08/01/16	E
Crime Lab Evidence Receiving Technician	Police	14	Dept	8/2/2016	A
Equipment & Supply Clerk 1 - OFM	General Services	38	Open	08/02/16	E
Paramedic 3	Fire	25	Dept	08/03/16	E
CAD/GIS Analyst 1 - Planning	Planning Commission	29	Open	08/05/16	E

Program Specialist 1 - Public Technology	Public Library	69	Open	8/8/2016	A
Adm Services Officer 3 - Police Youth Services	Police	5	Dept	8/9/2016	A

CIVIL SERVICE COMMISSION

09/13/2016 – 6

ELIGIBILITY REGISTER REPORT

<u>CLASSIFICATION</u>	<u>DEPT</u>	<u>ON LIST</u>	<u>TYPE</u>	<u>ESTABLISH/ DATE</u>	<u>ABOLISH</u>
Emergency Medical Technician 1	Fire	201	Open	08/10/16	E
Paramedic 1	Fire	130	Open	08/10/16	E
Program Coordinator - Special Collections	Public Library	35	Open	08/10/16	A
Office Support Rep 3 - Library Tech Services	Public Library	141	Open	08/10/16	A
Finance Deputy Director	Finance	3	Dept	08/10/16	E
IS Media Analyst 1 - Video Production Coord	ITS	1	Dept	08/11/16	E
Plans Examiner 2	Codes	11	Open	08/11/16	E
Crime Lab Forensic Scientist 2 - Toxicology	Police	1	Dept	08/15/16	E
Police Operations Coordinator 1 - Sex Crimes	Police	12	Dept	08/16/16	E
Police Crisis Counselor - Chaplain	Police	45	Cont	08/17/16	E
Administrative Services Officer 4 - Police HR	Police	4	Dept	08/17/16	E
Correctional Officer Lieutenant	Sheriff's Office	6	Dept	08/17/16	E
Automotive Mechanic	General Services	16	Cont	08/17/16	E
Equipment Servicer	General Services	11	Cont	08/17/16	E
Operations Manager - Streets & Roads	Public Works	1	Dept	08/23/16	E
IS Applications Tech 1 - Police Recruitment	Police	94	Open	08/23/16	E
Police Operations Coordinator 1 - Case Prep	Police	112	Open	08/23/16	E
Equipment Operator - Operations	Public Works	46	Open	08/23/16	E
Equipment Operator Senior- Waste Mgt	Public Works	36	Open	08/23/16	E
Fire Inspector 1	Fire	74	Open	08/23/16	A
IS Advisor 1 - Enterprise Applications	ITS	33	Open	08/24/16	E
Human Resources Analyst 1 - Training	Human Resources	208	Open	08/24/16	E
IS Operations Analyst 3 - Server	ITS	12	Open	08/25/16	A
Library Manager 1	Public Library	28	Cont	08/25/16	E
Administrative Services Officer 2 - New Media Specialist	Water Services	19	Open	08/25/16	E
Program Manager 1 - Stormwater Maintenance	Water Services	13	Open	08/25/16	E
Equipment Operator *	Water Services	3	Dept*	08/25/16	E
Police Operations Coordinator 2 - Special Operations	Police	3	Dept	08/26/16	E
Police Operations Coordinator 2 - Special Investigations	Police	7	Dept	08/26/16	E
IS Communications Analyst 3 - Network Security	ITS	1	Dept	08/29/16	E
Administrative Services Officer 3 - Accounts	Finance	90	Open	08/29/16	E
Social Worker Senior - Social Services	Social Services	21	Open	08/29/16	E
Custodial Services Supervisor	Parks	1	Dept	08/30/16	E
Police Operations Assistant 1	Police	281	Cont	08/31/16	E

* Department Only Register created from an Open Competitive Register

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

FINANCE

(1: Leave from Civil Service Status for Ms. Talia Lomax-O'dneal

Finance Deputy Director Gene Nolan and Human Resources Analyst Libby Cain were before the Commission to make the request.

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

(2: Leave from Civil Service Status for Ms. Diane Treadway

Finance Deputy Director Gene Nolan and Human Resources Analyst Libby Cain remained before the Commission to make the request.

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

MUNICIPAL AUDITORIUM

(3: Director Robert C. Skoney requests an Increment Advance for Building Maintenance Supervisor Michael L. Taylor

Director Robert C. Skoney and Human Resources Analyst Libby Cain were present before the Commission to discuss the request.

MOTION: After some discussion, Commissioner North moved to approve the request for an Increment Advance. Seconded by Commissioner Sanders, and the Commission approved without objection.

PUBLIC WORKS

(4: Job Description Revisions

Human Resources Manager Charles Boddie and Human Resources Assistant Director Mike Taylor were present before the Commission to discuss the revisions.

MOTION: After some discussion, Commissioner Link moved to defer the Job Description Revisions for one month to allow review by the SEIU. Seconded by Commissioner North. After additional discussion, Chairman Farmer called for a vote, and the Commission approved without objection as follows: Commissioner Link – Aye; Commissioner North –Aye; Commissioner Sanders –Aye; Vice-Chairman Corbitt – Aye.

SHERIFF'S OFFICE

(5: Leave from Civil Service Status for Neil Brown, Correctional Officer 2

Administrative Services Manager Evin Baylis and Human Resources Assistant Director Mike Taylor were present 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 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:

CIVIL SERVICE COMMISSION

09/13/2016 – 8

- (6: **Metro Fire Department employee, Ardrel Sawyers, is requesting a waiver to extend his IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation**

Chief Sawyers and Human Resources Manager Stephen Cain were present before the Commission to discuss the request.

MOTION: After some discussion, Commissioner Link moved to approve the request to extend Chief Sawyers' IOD time. Seconded by Commissioner Sanders, and the Commission approved without objection.

- (7: **Report on progress of Veterans Service Office accomplishments for FY2015-2016**

Veteran's Services Officer Lisa Kiss, joined by Colonel Don Deering in support of the office, was before the Commission to present the report.

ACTION: This was for a report only.

- (8: **HR Director Veronica T. Frazier requests an Increment Advance for Veteran's Services Officer Lisa Kiss**

Human Resources Assistant Director Mike Taylor came before the Commission, joining Ms. Kiss and Colonel Deering, to discuss the request.

MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the request for an Increment Advance. Seconded by Commissioner North, and the Commission approved without objection.

- (9: **Final reading on revised Civil Service Rules**

Human Resources Assistant Director Michael Taylor was present before the Commission to discuss the rule revisions.

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

- (10: **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.

- (11: **Human Resources Updates**

Human Resources Director Veronica Frazier announced HR staff coordinated and staffed a successful Commit to Wellness - health and financial wellness screening event for approximately 100 MAC employees on August 5.

HR staff participated in the Job News Nashville Job Fair to discuss careers and job openings on August 16.

On Wednesday, August 31, HR Staff participated in a Workforce Employer Outreach Luncheon encouraging two-way communication between the Tennessee Department of Labor and Workforce Development and employers in our community.

Human Resources Benefits Open Enrollment begins at the end of this month.

Director Frazier stated Water Service Deputy Director John Kennedy will be Interim Director of Human Resources as she transitions to an advisory role in the Mayor's Office. In conclusion, she expressed an admiration for the wisdom of the authors of the Metropolitan Charter in determining there should be Board and Commission governance and leadership within Metropolitan Government. Furthermore, she thanked the Commissioners for their service, their time, given freely, their wisdom, care, and concern, which are a great strength in Metropolitan Government, and who have been a constant support to her during her tenure as director.

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 9:09 a.m.

ATTEST:

APPROVED:

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

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