



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

October 11, 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: John Kennedy, Metro Human Resources Interim Director; Nicki Eke, Metro Legal Department Attorney

Chairman Farmer called the meeting to order and asked if there were any corrections or additions to the minutes of the last **Regular Meeting of September 13, 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

*Fitzgerald, Lauren E.	Admin Services Officer 3	Department Transfer/Promotion	08/29/16
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*Department Transfer from Library (Library Associate 1, ST6) to Arts (ASO 3, OR3)

CODES ADMINISTRATION

Summerville, Scott A.	Plans Examiner 2	New Hire	08/29/16
Dominiak, Tadeusz L.	Property Stan Insp 1	New Hire	09/01/16

FINANCE

Brooks, Tammara B.	Admin Services Officer 3	Promotion	09/12/16
*Lal, Vijay L.	Admin Services Officer 3	Department Transfer/Transition - CS	09/12/16
^West, Kathye D.	Admin Services Officer 3	Transition - Civil Service	08/29/16
Carr, Philip D.	Finance Assistant Director	Promotion	09/12/16
McDoniel, Kimberly N.	Finance Deputy Director	Promotion	08/22/16
**Neumaier, Anthony J.	Finance Assistant Director	Department Transfer/Class change	09/26/16

*Department Transfer from MAC (Finance Officer 2) to Finance (ASO3)

^Transition to CS from Temporary Status

**Department Transfer from Water (Water Assistant Director, OR11) to Finance (Finance Assistant Director,OR11)

FIRE

Baker II, Daniel L.	Emergency Medical Tech 1	New Hire	09/16/16
Beal, James B.	Emergency Medical Tech 1	New Hire	09/16/16
Chambers, Anna L.	Emergency Medical Tech 1	New Hire	09/16/16
Gilmore, Matthew M.	Emergency Medical Tech 1	New Hire	09/16/16
Gold, Beegees	Emergency Medical Tech 1	New Hire	09/16/16
Hamilton Jr, Gerard P.	Emergency Medical Tech 1	New Hire	09/16/16
Hill, Zachary T.	Emergency Medical Tech 1	New Hire	09/16/16
Hoover, Nathan C.	Emergency Medical Tech 1	New Hire	09/16/16
Huddleston, Randall S.	Emergency Medical Tech 1	New Hire	09/16/16
Kempchinsky, Chelsea A.	Emergency Medical Tech 1	New Hire	09/16/16
Lipscomb, Victoria L.	Emergency Medical Tech 1	New Hire	09/16/16
Parker, Donny A.	Emergency Medical Tech 1	New Hire	09/16/16
Rader, Austin J.	Emergency Medical Tech 1	New Hire	09/16/16
Read, Stephanie M.	Emergency Medical Tech 1	New Hire	09/16/16
Tomeo, Charles	Emergency Medical Tech 1	New Hire	09/16/16
Hite, Russell	Fire Engineer	Promotion	07/16/16
*Tawater, Timothy W.	Fire Engineer	Reinstate-Disciplinary	09/16/16
Burress, Adam B.	Paramedic 1	New Hire	09/16/16
Cauthen, Cody T.	Paramedic 1	New Hire	09/16/16
Chew, Brian S.	Paramedic 1	New Hire	09/16/16
Davis, Louis E.	Paramedic 1	New Hire	09/16/16
Doxley, Dontre M.	Paramedic 1	New Hire	09/16/16
Ingle, Peter B.	Paramedic 1	New Hire	09/16/16
Kendle, Julie E.	Paramedic 1	New Hire	09/16/16

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>FIRE</u>			
Lopez, Pedro J.	Paramedic 1	New Hire	09/16/16
Schmidt, Eric E.	Paramedic 1	New Hire	09/16/16
Tucker, Jason T.	Paramedic 1	New Hire	09/16/16
Dowell III, Tant E.	Paramedic 3	Promotion	09/16/16
Gallup, Erik M.	Paramedic 3	Promotion	09/16/16
Haas, Candice B.	Paramedic 3	Promotion	09/16/16
Hayes, Tony W.	Paramedic 3	Promotion	09/16/16
Henderson, Steven D.	Paramedic 3	Promotion	09/16/16
Kerner, Robert B.	Paramedic 3	Promotion	09/16/16
Snow, Chad E.	Paramedic 3	Promotion	09/16/16
Spears, Jeffrey E.	Paramedic 3	Promotion	09/16/16
Spurlock, Stephen M.	Paramedic 3	Promotion	09/16/16

*Reinstate from Demotion (Fire Fighter 2) to Fire Engineer

GENERAL SERVICES

Hathaway, Kevin O.	Mail Clerk Carrier	Re-hire	08/29/16
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HUMAN RESOURCES

Wilson, Michael A.	Human Resources Analyst 1	Department Transfer/Transition - CS	09/12/16
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Department Transfer from MAC (Trainer) to Human Resources (HR Analyst 1)

INFORMATION TECHNOLOGY SERVICE

Aumann, Michael W.	Info Sys Comm Analyst 2	Promotion	09/12/16
Anderson, John B.	Info Sys Comm Analyst 3	Promotion	08/29/16
*Stone Jr, John M.	Information Systems Advisor 2	Voluntary Reduction in Grade	09/01/16

*Voluntary Reduction from IS Division Manager (OR10) to IS Advisor 2 (OR9)

PARKS

Reams, David D.	Custodial Services Supervisor	Promotion	09/09/16
Ahmed, Alan	Custodian	New Hire	09/19/16
Hope, Clinton A.	Custodian	New Hire	09/13/16
*Waller, William R.	Custodian	Department Transfer/Class Change	08/29/16
Crawley-Morrow, Darlene L.	Facilities Manager	Promotion	09/01/16
Bergmiller, Brent A.	Maintenance & Repair Worker	New Hire	09/13/16
Franklin, Carlos J.	Maintenance & Repair Worker	New Hire	09/13/16
Peden, Johnathon W.	Maintenance & Repair Worker	New Hire	09/13/16
Stovall II, John F.	Maintenance & Repair Worker	Re-hire	09/13/16
Neloms, Stevon D.	Parks & Recreation Supt	Promotion	08/26/16

*Department Transfer from Public Works (Sanitation Worker, TG5) to Parks (Custodian, TG5)

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PLANNING COMMISSION</u>			
Jackson, Kevin Mauric	CAD/GIS Analyst 2	Promotion	08/29/16
<u>POLICE</u>			
James, Christy L.	Admin Services Officer 4	Promotion	09/01/16
Bond, James E.	Info Systems App Tech 1	New Hire	09/01/16
Pope, Hanna Lynn	Police Operations Coord 1	New Hire	09/01/16
Shea, Victoria F.	Police Operations Coord 2	Promotion	09/01/16
Smith, Andrea M.	Police Operations Coord 2	Promotion	09/01/16
Lillard, Rochelle Y.	Police Security Guard 1	Re-hire	09/16/16
<u>PUBLIC LIBRARY</u>			
Carpenter, Rachel D.	Circulation Assistant 1	New Hire	08/28/16
Kling, Ronald	Circulation Assistant 1	Re-hire	09/25/16
Patel, Akash J.	Circulation Assistant 1	New Hire	09/11/16
*Armistead, Gloria A.	Circulation Assistant 2	Transition - CS	09/11/16
Vogler, James K.	Info Systems App Tech 1	New Hire	08/28/16
Bubert, Lisa K.	Library Assoc 1	New Hire	09/11/16
Kinzounza, Raymond S.	Library Manager 1	Promotion	08/28/16
Herlocker, Ann E.	Library Manager 2	New Hire	09/11/16
Adebola-Wilson, Francis A.	Library Manager 3	New Hire	09/11/16
Smith, Brian E.	Office Support Rep 3	Promotion	09/25/16
^Tewogbola, Tasneem G.	Program Coordinator	Transition - CS	09/11/16
*Transition to CS from Part Time Status			
^Transition to CS from a Grant Funded position			
<u>PUBLIC WORKS</u>			
Ghee, Kimberly J.	Admin Spec	Promotion	09/26/16
Underwood, Paula A.	Admin Spec	Promotion	09/26/16
*McGlother, Ronnie D.	Customer Service Field Rep	Department Transfer	08/15/16
Baker, Cody R.	Equipment Operator	Re-hire	08/30/16
Lopez Vertiz, Jose	Equipment Operator	Promotion	09/13/16
Medlen, Joshua A.	Equipment Operator	Promotion	08/30/16
Morgan, Cody R.	Equipment Operator	Promotion	09/13/16
Spurlock, William K.	Equipment Operator	Promotion	08/30/16
Threet, Matthew L.	Equipment Operator	Promotion	08/30/16
Spurlock, Jeffrey L.	Equipment Operator Senior	Promotion	08/30/16
Taylor, William A.	Equipment Operator Senior	Promotion	08/30/16
Vanwynen, Dylan H.	Equipment Operator Senior	Promotion	08/30/16
Ethridge Jr, Jeffrey D.	Maintenance & Repair Worker	New Hire	08/30/16
Melton, Timothy G.	Maintenance & Repair Worker	New Hire	08/30/16
Nickens, Jason R.	Maintenance & Repair Worker	New Hire	08/30/16
Woods, Dionne L.	Maintenance & Repair Worker	Re-hire	08/30/16
Jones, Phillip W.	Operations Manager	Promotion	08/29/16
^Reid, Donald L.	Public Works Asst Director	Class Change/Lateral	08/29/16

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PUBLIC WORKS</u>			
Larkins, Dustin B.	Signal Tech 1	Promotion	09/13/16
Smith, Sharon L.	Special Projects Mgr	Promotion	08/29/16
Jones, Thomas H.	Technical Specialist 2	Promotion	08/29/16
Young, Timothy J.	Technical Specialist 2	Promotion	08/29/16

*Department Transfer from Water to Public Works

^Class Change from Special Projects Mgr (OR11) to PW Asst Director (OR11)

SHERIFF

*Balas, Todd M.	Correctional Officer 1	Class Change	08/26/16
*Ethrige, Corey T.	Correctional Officer 1	Class Change	08/26/16
*Hill, Blake A.	Correctional Officer 1	Class Change	08/26/16
*Hudson, Elizabeth R.	Correctional Officer 1	Class Change	08/26/16
*Kovalik, Richard A.	Correctional Officer 1	Class Change	08/26/16
*Kreider, Brent M.	Correctional Officer 1	Class Change	08/26/16
*Lewis, Jessica M.	Correctional Officer 1	Class Change	08/26/16
*Matthews, Trevor K.	Correctional Officer 1	Class Change	08/26/16
*Maynard, Mark W.	Correctional Officer 1	Class Change	08/26/16
*Meadows, Malcom T.	Correctional Officer 1	Class Change	08/26/16
*Nicholson, Dustin T.	Correctional Officer 1	Class Change	08/26/16
*Novak, Bryan E.	Correctional Officer 1	Class Change	08/26/16
*Okoyomo, Francis A.	Correctional Officer 1	Class Change	08/26/16
*Ommundsen, Jakob A.	Correctional Officer 1	Class Change	08/26/16
*Piper, Lesley G.	Correctional Officer 1	Class Change	08/26/16
*Ramsey Jr., Jerry L.	Correctional Officer 1	Class Change	08/26/16
*Reece, William J.	Correctional Officer 1	Class Change	08/26/16
*Robles III, Alexander	Correctional Officer 1	Class Change	08/26/16
*Thompson, Gayland A.	Correctional Officer 1	Class Change	08/26/16
*Traylor II, Kenneth R.	Correctional Officer 1	Class Change	08/26/16
Dozier, Rashinda L.	Correctional Officer 2	Promotion	09/04/16
Graham, Delba Q.	Correctional Officer 2	Promotion	09/04/16
Martinez, Michael	Correctional Officer 2	Promotion	09/04/16
Jones, Jeremy S.	Correctional Officer Lieut	Promotion	09/01/16

*Class Change from Correctional Officer Trainee to Correctional Officer 1 (CO1)

SOCIAL SERVICES

Griggs, Daniel J.	Social Worker Senior	New Hire	08/29/16
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WATER SERVICES

Harrman, Jennifer A.	Admin Svcs Officer 2	New Hire	08/27/16
*Deaner, Peggy A.	Admin Svcs Officer 3	Department Transfer/Promotion	09/10/16
Lyons-Oten, Teresa	Admin Svcs Officer 3	Promotion	08/27/16
Sterry, Melissa D.	Cust Svc Supv	Promotion	09/10/16
Goodwin, Stewart P.	Engineer In Training	New Hire	09/10/16
Jenkins, Kenneth A.	Engineer Technician Senior	New Hire	09/10/16

(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>WATER SERVICES</u>			
Miller, Bradford A.	Engineer Technician Senior	New Hire	09/10/16
Knall, Darrell B.	Equipment Operator	Promotion	08/27/16
Tisdale, Malcolm J.	Equipment Operator	Promotion	08/27/16
Dunlap, Gloria D.	Human Resources Analyst 1	New Hire	08/27/16
Pickett, Matthew W.	Program Mgr 1	New Hire	08/27/16

*Department Transfer from Planning Commission (ASO 2) to Water (ASO 3)

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>
Kemper, Morgan S.	Emer Telecomm Officer 1	Resignation	ECC	09/02/16
Shirey, Sara E.	Emer Telecomm Officer 1	Resignation	ECC	09/02/16
Sloane, Sara W.	Finance Admin	Resignation	Finance	08/19/16
Graves, Douglas L.	Fire District Chief	Pension	Fire	08/31/16
Clinard, Ronald S.	Paramedic 2	Resignation	Fire	09/13/16
Lumley, Daniel F.	Equip Mechanic	Resignation	General Services	09/15/16
Childers III, Thomas E.	Equip Mechanic-Certified	Resignation	General Services	09/06/16
North, Ashley N.	Admin Asst	Resignation	ITS	08/31/16
Rutledge, David C.	Info Systems App Tech 1	Resignation	ITS	08/18/16
Smith, William B.	Information Sys Oper Tech 1	Resignation	ITS	08/18/16
McClellan, John H.	Probation Officer 1	Resignation	Juvenile Court	08/31/16
Duncan, Michael D.	Probation Officer 2	Pension	Juvenile Court	08/25/16
Frakes, Joshua W.	Bldg Maint Lead Mechanic	Dismissal	Parks	08/17/16
Patrick, Joseph E.	Concessions Clerk 1	Resignation	Parks	08/28/16
Lewis, Jeffery S.	Maintenance & Repair Worker	Pension	Parks	09/06/16
Smith, Karinzo M.	Maintenance & Repair Worker	Resignation	Parks	09/12/16
Williams, Gregory K.	Maintenance & Repair Worker	Dismissal	Parks	08/23/16
McKenzie, William M.	Recreation Leader	Resignation	Parks	09/20/16
Hills, Felix	Bldg Maint Leader	Pension	Police	09/15/16
Taylor, Glenda M.	Exec Asst To Chief-Police/Fire	Pension	Police	08/19/16
Bruner, Sarah F.	Police Officer 2	Pension	Police	08/31/16
Gonzalez, Martin	Police Officer 2	Pension	Police	09/05/16
Hamm, Dennis J.	Police Officer 2	Pension	Police	09/01/16
Hibschan, Chantelle M.	Police Officer 2	Resignation	Police	09/06/16
Hutton, Tyler G.	Police Officer 2	Resignation	Police	08/29/16
Knawa, Daniel J.	Police Officer 2	Resignation	Police	09/09/16
Lo, Christopher C.	Police Officer 2	Resignation	Police	08/29/16
McClay, Mitchell L.	Police Officer 2	Resignation	Police	08/28/16
Mroska, Andrew A.	Police Officer 2	Resignation	Police	09/01/16
Pacheco Jr, Oscar M.	Police Officer 2	Resignation	Police	09/09/16
Pirtle, Julian M.	Police Officer 2	Resignation	Police	08/31/16
Sorace, Paul T.	Police Officer 2	Pension	Police	09/15/16
Ward, George N.	Police Officer 2	Resignation	Police	08/24/16
Pennington, Joe A.	Police Officer 2-Fld Trng Ofcr	Dismissal	Police	09/14/16

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Kemper, Teresa R.	Police Operations Asst 2	Resignation	Police	09/09/16
Gilliam, Sharon W.	Police Operations Coord 2	Pension	Police	08/17/16
Kemper, Gary R.	Police Sergeant	Pension	Police	09/15/16
Mitchell, Mary C.	Circulation Asst 2	Pension	Public Library	09/08/16
Cone, Todd A.	Info Systems App Tech 1	Resignation	Public Library	09/09/16
Stockam, Nicholas A.	Equipment Operator Senior	Resignation	Public Works	09/09/16
Shelton II, John W.	Maintenance & Repair Leader	Pension	Public Works	09/16/16
Brown, Kenneth	Maintenance & Repair Worker	Resignation	Public Works	09/15/16
Moore, Marquez J.	Maintenance & Repair Worker	Resignation	Public Works	09/09/16
Washington, Gaidi	Maintenance & Repair Worker	Resignation	Public Works	09/16/16
Cumings, Mychal L.	Correctional Officer 1	Resignation	Sheriff	08/23/16
Gray, Michael E.	Correctional Officer 1	Pension	Sheriff	09/17/16
Kort, Kyle A.	Correctional Officer 1	Resignation	Sheriff	09/05/16
Sims, Selina D.	Correctional Officer 1	Dismissal	Sheriff	09/13/16
Tuggle, Tanese M.	Correctional Officer 1	Resignation	Sheriff	08/23/16
Cunningham, Xaviere D.	Correctional Officer 2	Resignation	Sheriff	09/14/16
Halen Jr, Donald W.	Correctional Officer 2	Pension	Sheriff	09/15/16
Strand, Jason P.	Correctional Officer 2	Dismissal	Sheriff	09/09/16
Scott, Ramon A.	Customer Service Field Rep	Dismissal	Water Services	09/02/16
Grimes, Crystal C.	Engineer Technician Senior	Pension	Water Services	09/02/16
Green, James N.	Equipment Operator Senior	Dismissal	Water Services	08/17/16
Gupton, Carl R.	Indust Maint Supv 1	Pension	Water Services	08/31/16
McElhiney, Kyle S.	Water Maint Leader 2	Resignation	Water Services	09/09/16

MOTION: After some discussion, Vice-Chairman Corbitt moved to accept the Termination/Pension report 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>DATE</u>	<u>ESTABLISH/ ABOLISH</u>
Administrative Services Officer 2 - Planning	Planning	122	Open	09/06/16	A
Finance Officer 3 - Procurement Contracts	Finance	52	Open	09/06/16	A
Administrative Services Officer 3 - Water Adm	Water Services	103	Open	09/06/16	E
Facility Coordinator - Regional Recreation Ctr	Parks	59	Open	09/08/16	A
Program Coordinator - Special Collections	Public Library	85	Open	09/08/16	E
Library Manager 3	Public Library	35	Open	09/08/16	E
Fire Chief	Fire	8	Dept	09/09/16	E
Custodian	Parks	53	Cont	09/09/16	E
Administrative Services Officer 3 - Treasury	Finance	2	Dept	09/09/16	E
Maintenance & Repair Worker - Landscaping	Parks	23	Open	09/09/16	E
Concessions Clerk 2 - Golf	Parks	73	Open	09/12/16	E
Maintenance & Repair Worker Sr - Grounds	Parks	23	Open	09/12/16	E
IS Communications Analyst 2 - Network Security	ITS	1	Dept	09/13/16	E
Engineer in Training	Water Services	30	Cont	09/13/16	E
Finance Assistant Director	Finance	66	Open	09/13/16	E
Police Operations Coordinator 1 - CID Homicide	Police	1	Dept	09/13/16	A
Correctional Officer Trainee	Sheriff's Office	30	Cont	09/14/16	E
Water Quality Analyst 1	Water Services	118	Open	09/14/16	A
Fire Plans Examiner 1 - Fire	Fire	18	Open	09/15/16	E
Emergency Telecom Officer 1	ECC	18	Cont	09/15/16	E

ELIGIBILITY REGISTER REPORT

<u>CLASSIFICATION</u>	<u>DEPT</u>	<u>ON LIST</u>	<u>TYPE</u>	<u>DATE</u>	<u>ESTABLISH/ ABOLISH</u>
IS Applications Analyst 3 - Fire	Fire	28	Open	09/19/16	E
Crime Lab Forensic Tech - Latent Print Unit	Police	1	Dept	09/21/16	A
Engineering Tech Senior - Stormwater	Water Services	16	Open	09/21/16	A
Program Manager 1 - Recovery Court Coord	Juvenile Court	172	Open	09/21/16	E
Finance Officer 3 - Budget Analyst	Finance	4	Dept	09/22/16	E
Management & Budget Analyst 3	Finance	8	Dept	09/22/16	E
CAD/GIS Analyst 2 - Planning	Planning	1	Dept	09/22/16	E
Police Security Guard 1	Police	140	Cont	09/26/16	E
Human Resources Analyst 3 - Police HR	Police	107	Open	09/27/16	E
Office Support Rep 3 - Tech Services Associate	Public Library	192	Open	09/28/16	E
Adm Service Manager - Water Safety*	Water Services	3	Dept	09/28/16	E
IS Communications Analyst 2 - Physical Security	ITS	22	Open	09/29/16	E

* Dept Only register created for Water Services 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 ITEMSPOLICE**(1: Job Description Revisions**

Police Human Resources Administrator Jackie Hoffman, Captain Harmon Hunsicker, and Human Resources Assistant Director Mike Taylor were before the Commission to make the request for revisions to the Crime Lab Forensic Technician job description.

MOTION: *After some discussion, Commissioner North moved to approve the request for Job Description Revisions. Seconded by Commissioner Sanders, and the Commission approved without objection.*

(2: Chief Steve Anderson requests approval for open range pay increases for the following:

- | | | |
|----|--------------|--------------------------------|
| a. | Ann Talbot | Crime Lab Director |
| b. | Sue Bibb | HR Manager |
| c. | Ranee Ho | Quality Assurance Manager |
| d. | Lorita Marsh | Latent Print Unit Supervisor |
| e. | Julia Hooper | Latent Print Unit Supervisor |
| f. | Rachael Mack | Crime Lab Forensic Scientist 3 |

Police Human Resources Administrator Jackie Hoffman, Captain Harmon Hunsicker, and Human Resources Assistant Director Mike Taylor remained before the Commission to make the requests.

1st MOTION: *After it was presented, Commissioner North moved to approve the request for an Open Range Pay Increase for Ann Talbot. Seconded by Commissioner Sanders, and the Commission approved without objection.*

2nd MOTION: *After it was presented, Commissioner North moved to approve the request for an Open Range Pay Increase for Sue Bibb. Seconded by Commissioner Sanders, and the Commission approved without objection.*

3rd MOTION: *After it was presented, Commissioner North moved to approve the request for an Open Range Pay Increase for Rane Ho. Seconded by Commissioner Sanders, and the Commission approved without objection.*

4th MOTION: *After it was presented, Commissioner North moved to approve the request for an Open Range Pay Increase for Lorita Marsh. Seconded by Commissioner Sanders, and the Commission approved without objection.*

5th MOTION: *After it was presented, Commissioner North moved to approve the request for an Open Range Pay Increase for Julia Hooper. Seconded by Commissioner Sanders, and the Commission approved without objection.*

6th MOTION: *After it was presented, Commissioner North moved to approve the request for an Open Range Pay Increase for Rachael Mack. Seconded by Commissioner Sanders, and the Commission approved without objection.*

PUBLIC WORKS

(3: Job Description Revisions

Human Resources Manager Charles Boddie and Human Resources Analyst Monica Anderson were present before the Commission to discuss the revisions to the Parking Patrol Officers 1 and 2 job descriptions.

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

HUMAN RESOURCES

Human Resources Interim Director, John P. Kennedy, submits the following for the Commission's consideration and appropriate action:

(4: Leave from Civil Service Status for Veronica T. Frazier

ACTION: *Chairman Farmer deferred to later the Request for Leave from Civil Service Status.*

(5: Appeal of Human Resources Final Decision that Complaint is Non-Grievable, Officer Carey Adkerson

Officer Adkerson's representation was unable to attend the meeting and requested a continuance to November. Metro Legal agreed to move the appeal to the November 2016 agenda.

MOTION: *After some discussion, Commissioner Link moved to defer the Appeal to the November 2016 meeting with Chairman Farmer's advisement that Metro Legal and Officer Adkerson should be present to discuss the case, regardless of the availability of Officer Adkerson's representation. Seconded by Commissioner North, and the Commission approved without objection.*

(6: Review of Motion for Default - Keith Johnson, Police - Termination

Mr. Johnson's representation was unable to attend the meeting and requested a continuance to November. Metro Legal agreed to move the appeal to the November 2016 agenda.

MOTION: After some discussion, Commissioner Link moved to defer the Appeal to the November 2016 meeting with Chairman Farmer's advisement that Metro Legal and Mr. Johnson should be present to discuss the case, regardless of the availability of Mr. Johnson's representation. Seconded by Commissioner North, and the Commission approved without objection.

(7: Review of Amended Initial Order - Charles Yancey, General Services - Termination

Mr. Yancey, his Legal Counsel Andrew Saulters, Human Resources Manager Stephen Cain, and Metro Attorney Macy Amos, representing the General Services Department, were present before the Commission to discuss the Amended Initial Order.

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

(8: Metro Fire Department employee, Rex Jackson, is requesting to extend his IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation

Fire Engineer Jackson, Emergency Medical Technician Jim Anderson, and Human Resources Manager Stephen Cain were present before the Commission to discuss the request.

After the first motion, an additional extension request was made, and they were joined by Union Representative Mark Young.

1st MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the request to extend Fire Engineer Jackson's IOD time until March 13, 2017. Seconded by Commissioner North, and the Commission approved without objection.

2nd MOTION: After a discussion, Commissioner Link moved to defer until February 2017 the request to further extend Fire Engineer Jackson's IOD time. Seconded by Commissioner North, and the Commission approved without objection.

(9: Metro Police Department employee, Michael Baker, is requesting to extend his IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation

Officer Baker and Human Resources Manager Stephen Cain were present before the Commission to discuss the request.

MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the request to extend Officer Baker's IOD time through November 2016. Seconded by Commissioner North, and the Commission approved without objection.

(10: Appeal of Medical Disqualification: AM, Applicant for Police Officer Trainee

Applicant AM, Human Resources Manager Stephen Cain, 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.*

(11: Appeal of Medical Disqualification: ZS, Applicant for Police Officer Trainee

Applicant ZS, Human Resources Manager Stephen Cain, and Nurse Practitioner Ashley Lewis 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.*

(12: 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.*

(13: Human Resources Updates

Human Resources Interim Director John Kennedy announced Human Resources staff members now participate in a weekly Reading Lab with students from Caldwell Enhanced Option Elementary.

HR staff coordinated and staffed the Mayor's Service Awards on September 21, honoring 178 employees with thirty years of service and every five years thereafter.

HR staff participated in the NCAC Job Fair to discuss careers and job openings on September 21.

On September 28, HR Staff Member Omar DeJesus appeared on a segment of Que Pasa Nashville to promote Metro Job Openings to the community.

ACTION: *This was for a report only.*

(14: Communiqués from the public on pending hearings

There were none.

LATE ITEMS:

(1: Appointment of Interim Human Resources Director

Human Resources Assistant Director Mike Taylor was before the Commission to discuss the appointment. Chairman Farmer noted the Mayor recommended John Kennedy who previously served as Interim Director of Human Resources and was instrumental in the development of the Pay Plan.

MOTION: *After some discussion, Commissioner North moved to approve the appointment of John Kennedy effective October 1, 2016. Seconded by Vice-Chairman Corbitt, and the Commission approved without objection.*

(2: Discussion of Selection Process for Appointment of Permanent Human Resources Director

Aryn Smith and Byron Johnson of Randstad, as well as Human Resources Assistant Director Mike Taylor were before the Commission to discuss the selection process.

The Commissioners shared, per the Metro Charter, the Civil Service Commission makes the final appointment of the Director of Human Resources, and the Commission stated they rely heavily on the Administration's recommendation. In order to fulfill their duty, the Commission appointed one member, Vice Chairman Corbitt, to serve as liaison with the search committee during the selection process.

The Commission requested to begin the process with individual meetings with the recruiters to discuss the selection process and give input on the knowledge, skills, and abilities they would like to see in the ideal candidate.

The Commission explained their role in the administration of the Civil Service Rules and Policies, stressing the importance of transparency in and adherence to Civil Service Rules and Policies during the selection process. The Commission asked Metro Human Resources to meet with the recruiters to share the Civil Service Recruitment process and assist the recruiters to ensure Metro's process is followed.

The recruiters shared the Administration would like to appoint the new HR Director on or before January 1, 2017. The Commission agreed they would not like to have the process run for an extended period of time. The Commission asked the recruiters to provide them with a schedule of events and deadlines for the selection process, the final job announcement, a list detailing where and how the position will be publicized, the deadline for applications and timetable in which they will be reviewed, and how the process will proceed after those are complete.

ACTION: *This was for a report only.*

Commissioner North proposed rescheduling the November 8, 2016 Civil Service Commission Meeting due to Election Day voting in the Sonny West Conference Center. The next Civil Service Commission Meeting will be held on Tuesday, November 15, 2016 at 8:30 AM in the Metro Parks Board Room, 2565 Park Plaza, Nashville, TN 37203.

With nothing further, the regular meeting adjourned at 10:01 a.m.

ATTEST:

APPROVED:

**John P. Kennedy, Interim Director
Secretary to the Commission**

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