



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

June 13, 2017

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, and Jo Ann North.

MEMBERS ABSENT: Ethan Link

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 May 9, 2017**. Hearing none, he asked for a motion. Vice-Chairman Corbitt moved to accept the regular minutes. Seconded by Commissioner Sanders, and the Commission approved without objection.

Next, Chairman Farmer asked if there were any corrections or additions to the minutes of the **Public Hearing of May 11 2017**. Hearing none, he asked for a motion. Vice-Chairman Corbitt moved to accept the minutes. Seconded by Commissioner North, and the Commission approved without objection.

Lastly, Chairman Farmer asked if there were any corrections or additions to the minutes of the **Special Called Meeting of May 11 2017**. Commissioner Sanders requested a correction, and then Chairman Farmer asked for a motion to approve them as amended. Vice-Chairman Corbitt moved to approve the minutes as amended. Seconded by Commissioner Sanders, 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>
<u>CODES ADMINISTRATION</u>			
Amos, Rolanda N.	Property Stan Insp 1	New Hire	04/24/17
<u>FINANCE</u>			
Wall, Bradley D.	Procurement Officer 3	Promotion	04/24/17
<u>FIRE</u>			
Adams, Alex M.	Emerg Medical Tech 1	New Hire	05/01/17
Cropper, David S.	Emerg Medical Tech 1	New Hire	05/01/17
Quintana, Jesse J.	Emerg Medical Tech 1	New Hire	05/01/17
Tucker, William B.	Emerg Medical Tech 1	New Hire	05/01/17
*Gullett, Jesse W.	Paramedic 1	Class Change	04/16/17
*Skiera, Trevor J.	Paramedic 1	Class Change	04/16/17
Vann, Brian D.	Paramedic 1	New Hire	05/01/17
Walker III, Doyle E.	Paramedic 1	New Hire	05/01/17

*Class Change from EMT 2 (PF4) to Paramedic (PF5)

GENERAL SERVICES

Daugherty, Robert Wayne	Application Tech 3	Promotion	05/08/17
Cox, Evan H.	Equip Mechanic	New Hire	04/24/17
Sturgill, Harley J.	Equip Mechanic	New Hire	04/24/17
Fuller, Christopher L.	Office Support Rep 3	Promotion	04/24/17

HISTORICAL COMMISSION

*Reeves, Jessica G.	Historic Preservationist 1	Transition - Civil Service	04/24/17
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*Transition to CS from Part Time status

HUMAN RESOURCES

Northern, Corey D.	Human Resources Admin	Promotion	05/22/17
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INFORMATION TECHNOLOGY SERVICES

Brown, Jeffrey M.	Information Systems Advisor 2	New Hire	05/08/17
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PARKS

*Bisch, Susan L.	Application Tech 1	Transition - Civil Service	04/21/17
Lackey, Mary T.	Application Tech 2	Promotion	05/19/17
*Burke, Gail F.	Concessions Clerk 2	Transition - Civil Service	04/21/17
Labour, Frank G.	Maintenance & Repair Worker	New Hire	05/22/17

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PARKS</u>			
Taylor, Russell A.	Maintenance & Repair Worker	New Hire	05/12/17
Walker, Tristan M.	Maintenance & Repair Worker Se	New Hire	05/22/17
Wright, Deonte D.	Maintenance & Repair Worker Se	Promotion	05/05/17
*Claunch, Lauren M.	Office Support Spec 2	Transition - Civil Service	05/05/17
*Adams, Justin T.	Recreation Leader	Transition - Civil Service	05/26/17
*Shelton II, Larry D.	Recreation Leader	Transition - Civil Service	05/26/17

*Transition to CS from Part Time status

POLICE

*Claybon, Consuelo B.	Admin Svcs Officer 3	Class Change/Lateral	05/16/17
Fleming, Elizabeth G.	Police Data Prod Cntrl Coord	Promotion	05/16/17
Dunavin, Nina	Police Operations Coord 2	Promotion	05/16/17
Cantrell, Kelly J.	Police Sergeant	Promotion	05/16/17
Dills, Vickie L.	Police Sergeant	Promotion	05/16/17
Grega, Andrew G.	Police Sergeant	Promotion	05/16/17
Hanson II, Robert L.	Police Sergeant	Promotion	05/16/17
Timm, John P.	Police Sergeant	Promotion	05/16/17
Wall, Corey D.	Police Sergeant	Promotion	05/16/17

*Class Change from Police Operations Analyst 2 (ST10) to ASO 3 (OR3)

PUBLIC LIBRARY

Palmer, Jared F.	Admin Svcs Mgr	New Hire	05/07/17
Scott, Dexter G.	Circulation Asst 1	New Hire	05/07/17
Sanders III, James C.	Circulation Supv	Re-hire	05/07/17
Palmer, Andrew P.	Library Assoc 1	Promotion	05/07/17
Stevens, Laurie	Library Assoc 1	New Hire	05/07/17
Bryant, Katherine A.	Library Mgr 3	Promotion	05/07/17
*Shelton, Larry D.	Maintenance & Repair Worker Sr	Department Transfer/Transition - CS	05/07/17
Hull, Brian K.	Program Mgr 2	Promotion	05/22/17
Appleton, Victor J.	Security Guard	New Hire	05/07/17

*Department Transfer from Parks (PT worker) to Library (M&R Wkr Sr)

PUBLIC WORKS

Lane, John D.	Admin Svcs Officer 4	Promotion	04/24/17
Hatcher, Kortland N.	Compliance Inspector 3	Promotion	04/24/17
Sutton, Joseph D.	Customer Service Field Rep	Promotion	04/24/17
Plummer, Derrick A.	Engineer Technician	Promotion	05/22/17
Kumrow, Kristin C.	Finance Mgr	New Hire	05/08/17
Swann, Simeon S.	Maintenance & Repair Worker	New Hire	05/22/17
Stadelbauer, Jessica R.	Office Support Spec 1	New Hire	05/08/17
*Sutton, William L.	Parking Patrol Officer 1	Class Change/Lateral	04/24/17
Hammond, Jeffrey L.	Public Works Asst Director	New Hire	04/24/17
Rodrigue, Ernest J.	Sanitation Worker	New Hire	04/25/17

*Class Change from Customer Srv Field Rep (ST7) to Parking Patrol Officer 1 (ST7)

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>SHERIFF</u>			
*Bianchi, Jacob M.	Correctional Officer 1	Class Change	04/21/17
*Branch, Shaquetta M.	Correctional Officer 1	Class Change	04/21/17
*Burton, Brian O.	Correctional Officer 1	Class Change	04/21/17
*Dale, Austin R.	Correctional Officer 1	Class Change	04/21/17
*Davis, Brittany R.	Correctional Officer 1	Class Change	04/21/17
*Dodson, Michael A.	Correctional Officer 1	Class Change	04/21/17
*Douglas Jr, Steve	Correctional Officer 1	Class Change	04/21/17
*Duboise, Brianna D.	Correctional Officer 1	Class Change	04/21/17
*Edmonson Jr, Frederick L.	Correctional Officer 1	Class Change	04/21/17
*Edwards, Brooke C.	Correctional Officer 1	Class Change	04/21/17
*Gilmore, Joseph M.	Correctional Officer 1	Class Change	04/21/17
*Hickenbottom, Dayton K.	Correctional Officer 1	Class Change	04/21/17
*Manor, Britney N.	Correctional Officer 1	Class Change	04/21/17
*Martinez, Melissa F.	Correctional Officer 1	Class Change	04/21/17
*Morphis, Emmett J.	Correctional Officer 1	Class Change	04/21/17
*Oberthaler, Jack D.	Correctional Officer 1	Class Change	04/21/17
*Owens, Veyonka L.	Correctional Officer 1	Class Change	04/21/17
*Panisse II, Michael A.	Correctional Officer 1	Class Change	04/21/17
*Rekasis, Marc A.	Correctional Officer 1	Class Change	04/21/17
*Robbins, Robert L.	Correctional Officer 1	Class Change	04/21/17
*Warren, Audrey D.	Correctional Officer 1	Class Change	04/21/17
*Westerlund, Timothy	Correctional Officer 1	Class Change	04/21/17
*Williams, Daniel D.	Correctional Officer 1	Class Change	04/21/17
Bryant Jr, David D.	Correctional Officer 2	Promotion	04/30/17
Cochran, Rene S.	Correctional Officer 2	Promotion	04/30/17
Jent, Joshua T.	Correctional Officer 2	Promotion	04/30/17
Mackey, Constance L.	Correctional Officer 2	Promotion	04/30/17
Rickman, Christopher D.	Correctional Officer Lieut	Promotion	04/30/17
Beach, Sean H.	Correctional Officer Sergeant	Promotion	04/30/17
Fielden, Marcus A.	Correctional Officer Sergeant	Promotion	04/30/17

*Class Change from CO Trainee to CO 1

WATER SERVICES

^Towe, John Dallas	Admin Svcs Officer 2	Reclassification	05/06/17
*Birdsong, Shaquaundra N.	Application Tech 3	Department Transfer/Promotion	05/06/17
Taylor, Ted A.	Envir Laboratory Mgr	Promotion	04/22/17
Brownlow, Ronnie L.	Water Maint Leader 2	Promotion	05/20/17
Tate, Wm Claudale	Water Maint Leader 2	Promotion	04/22/17

^Reclassification due to a position audit by Human Resources

*Department Transfer from Public Works Office Support Spec 1 (ST7) to Application Tech 3 (ST9)

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Green, Edward D.	Beer Permit Inspector 1	Resignation	Beer Board	05/19/17
Rivers, Anthony J.	Property Stan Insp 1	Resignation	Codes Administration	05/10/17
Adams, Gregory M.	Emer Telecommunications Off 1	Resignation	ECC	05/15/17
Hawkins, Cale E.	Paramedic 2	Resignation	Fire	05/02/17
Beulke, Ronald K.	Equip & Supply Clerk 2	Pension	General Services	04/26/17
Smith, Bruce A.	Information Systems Advisor 2	Pension	ITS	04/28/17
Mason, Trully L.	Concessions Clerk 2	Resignation	Parks	05/04/17
Akyildiz, Gunes	Police Officer 2	Resignation	Police	05/15/17
Berry Loucks, Elizabeth M.	Police Officer 2	Pension	Police	05/10/17
Collins Jr, Robert H.	Police Officer 2	Pension	Police	04/30/17
Daniels, Dejuan L.	Police Officer 2	Resignation	Police	04/19/17
Flournoy, Paul L.	Police Officer 2	Pension	Police	04/17/17
Jarvis, Jamal.	Police Officer 2	Resignation	Police	04/26/17
Ott, Kevin W.	Police Officer 2	Resignation	Police	05/13/17
Russo, Anthony T.	Police Officer 2	Resignation	Police	05/08/17
Sanderson, Kyle J.	Police Officer 2	Resignation	Police	05/12/17
Kemper, Morgan S.	Police Operations Asst 1	Resignation	Police	04/26/17
Byrne, Mark S.	Police Sergeant	Pension	Police	04/30/17
Capps, James C.	Police Sergeant	Pension	Police	04/30/17
Wells, Mark C.	Police Sergeant	Pension	Police	04/20/17
Harrington, Exie M.	Circulation Asst 2	Pension	Public Library	04/27/17
Kirk, Richard D.	Library Assoc 1	Pension	Public Library	04/27/17
McQueen, Allen W.	Library Assoc 1	Resignation	Public Library	04/29/17
Stevens, Timothy J.	Maintenance & Repair Worker Se	Resignation	Public Library	05/02/17
Springer, Donnel L.	Security Guard	Resignation	Public Library	05/11/17
Cleghon, Jonathan M.	Engineer 3	Resignation	Public Works	04/27/17
Moore, Titus E.	Equipment Operator Senior	Pension	Public Works	05/16/17
Fetah, Mikail A.	Maintenance & Repair Worker	Resignation	Public Works	05/05/17
Williams, Gregory K.	Maintenance & Repair Worker	Resignation	Public Works	05/16/17
Balas, Todd M.	Correctional Officer 1	Resignation	Sheriff	04/24/17
Barshaw, Matthew E.	Correctional Officer 2	Resignation	Sheriff	05/08/17
Hutchison, Angelica F.	Correctional Officer 2	Resignation	Sheriff	04/27/17
Robins, Joshua S.	Correctional Officer 2	Resignation	Sheriff	05/05/17
Trauernicht II, Michael L.	Customer Service Field Rep	Resignation	Water Services	05/09/17
Pate, Michael E.	Engineer Technician Senior	Resignation	Water Services	05/12/17
Shatto, Steve B.	Indust Tech Master	Pension	Water Services	04/28/17
Chinn, Devanne J.	Office Support Rep 3	Resignation	Water Services	05/01/17
Deckard, David W.	Treatment Plant Tech 1	Resignation	Water Services	05/08/17

ELIGIBILITY REGISTER REPORT

<u>CLASSIFICATION</u>	<u>DEPT</u>	<u>ON LIST</u>	<u>TYPE</u>	<u>DATE</u>	<u>ESTABLISH/ ABOLISH</u>
Correctional Officer Trainee	Sheriff's Office	20	Cont	05/03/17	E
IS Advisor 2 - Cabling Infrastructure	ITS	9	Open	05/05/17	E
Fire Recruit	Fire	687	Open	05/08/17	E
Office Support Rep 3 - Postal	General Services	1	Dept	05/08/17	E
IS Advisor 1 - Fire	Fire	1	Dept	05/09/17	A

ELIGIBILITY REGISTER REPORT

<u>CLASSIFICATION</u>	<u>DEPT</u>	<u>ON LIST</u>	<u>TYPE</u>	<u>DATE</u>	<u>ESTABLISH/ ABOLISH</u>
Application Technician 3 - GS/Fuel	General Services	3	Dept	05/10/17	E
Office Support Specialist 1 - 311 Call Center	Public Works	248	Open	05/11/17	E
Police Data Production Control Coordinator	Police	86	Open	05/11/17	E
Application Technician 3 - Water HR	Water Services	109	Open	05/15/17	E
Recreation Leader - Community Recreation	Parks	147	Open	05/16/17	E
IS Applications Analyst 2 - Social Media	ITS	34	Open	05/16/17	A
Program Mgr 2 - Library Performing Arts Mgr	Public Library	2	Dept	05/19/17	E
Engineering Technician - Paving/Permits	Public Works	5	Open	05/19/17	E
Emergency Telecom Officer 1	ECC	18	Cont	05/22/17	E
Administrative Services Officer 3 - PW Records	Public Works	3	Dept	05/22/17	E
Office Support Rep 2 - Receptionist	Public Library	139	Open	05/23/17	E
Sanitation Worker	Public Works	30	Cont	05/23/17	E
Human Resources Director	Human Resources	98	Open	05/23/17	E
Maintenance & Repair Worker	Public Works	46	Cont	05/24/17	E
Emergency Telecom Manager	ECC	7	Dept	05/26/17	E
Water Maintenance Leader 2 - Vactor Operator	Water Services	1	Dept	05/30/17	E
Customer Service Supervisor - 311 Call Center	Public Works	1	Dept	05/30/17	A
Crime Lab Forensic Scientist 1 – Biology	Police	205	Open	05/31/17	E

DEPARTMENTAL ITEMS

PARKS

- (1: **Interim Director Monique Odom is requesting an extension of Out of Class pay for Channoty Robinson**

Interim Director Monique Odom and Human Resources Analyst Jason Lusk were present before the Commission to discuss the request.

MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the extension of Out of Class pay. Seconded by Commissioner Sanders, and the Commission approved without objection.

SHERIFF'S OFFICE

- (2: **Sheriff Daron Hall is requesting Leave from Civil Service Status for India Turner, Correctional Officer 2**

Human Resources Manager Evin Baylis and Human Resources Analyst Brian Ward were present before the Commission to discuss the request.

MOTION: After some discussion, Commissioner North moved to approve the Leave from Civil Service. Seconded by Vice-Chairman Corbitt, 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:

(3: Job Description Revisions

Human Resources Manager Evin Baylis and Human Resources Analyst Brian Ward remained before the Commission to discuss the revisions to the Correctional Officer 2, Correctional Officer Sergeant, and Correctional Officer Lieutenant job descriptions.

1st MOTION: *After some discussion, Commissioner North moved to approve the job description changes on Correctional Officer 2. Seconded by Commissioner Sanders, and the Commission approved without objection.*

2nd MOTION: *After some discussion, Commissioner Sanders moved to approve the job description changes on Correctional Officer Sergeant. Seconded by Commissioner North, and the Commission approved without objection.*

3rd MOTION: *After some discussion, Commissioner North moved to approve the job description changes on Correctional Officer Lieutenant. Seconded by Commissioner Sanders, and the Commission approved without objection.*

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

Applicant RE, Human Resources Analyst Seth Waltenbaugh, and Civil Service Medical Examiner Dr. Gill Wright, were present before the Commission to discuss the appeal.

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

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

Applicant DS, Human Resources Analyst Seth Waltenbaugh, and Civil Service Medical Examiner Dr. Gill Wright, were present before the Commission to discuss the appeal.

MOTION: *After some discussion, Commissioner Sanders moved to defer the appeal to the September 13, 2017 Civil Service Commission Meeting. Seconded by Commissioner North, and the Commission approved without objection.*

(6: Report on Benefit Board Election Results (Metro Charter 13.03) General Employee Representative

Human Resources Analyst Seth Waltenbaugh informed the Commission that Edna Jones of General Services won by a majority and a plurality of votes.

ACTION: *This item was for report only.*

(7: Civil Service By-Law changes request

Human Resources Analyst Seth Waltenbaugh was present before the Commission to discuss an update to Section 10 of the Civil Service By-Laws. The recently adopted BL2017-612 amends Title 2 of the Metro Code pertaining to the submission and formatting of agendas and minutes by Metro boards and commissions on Nashville.gov.

Consistent with the Ordinance, Civil Service Commission agendas and minutes are currently posted promptly to Nashville.gov, with web consistency and in a searchable, electronic format; updating the Civil Service By-Laws to include this wording ensures full compliance with the Ordinance.

MOTION: After some discussion, Commissioner North moved to approve the Civil Service By-Law changes request. Seconded by Commissioner Sanders, and the Commission approved without objection.

(8: Civil Service Policy 5.10-II Compensation on Open Ranges changes request

Human Resources Analyst Seth Waltenbaugh was present before the Commission to discuss the proposed policy changes related to the proposed pay plan.

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

(9: Appointment of Shannon B. Hall as Human Resources Director

Shannon B. Hall was present before the Commission.

MOTION: After some discussion, Commissioner North moved to appoint Shannon B. Hall. Seconded by Commissioner Sanders, 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

On May 10, Human Resources staff participated in the Opportunity NOW and American Job Center job fair at the Southeast Community Center to promote the Mayor's Opportunity NOW employment program for youth ages 14 to 24.

At a job fair on May 18, HR staff focused on the under-employed in an effort to help those in minimum wage jobs or positions without the potential for advancement get information on positions with growth opportunities.

Human Resources hosted an HR Coordinators Meeting on Tuesday, May 23 to discuss New Civil Service Rules and Policies, the Pay Plan, and Open Range Plan.

Human Resources Interim Director John Kennedy thanked the Civil Service Commission for his appointment as Human Resources Interim Director, and the Civil Service Commission commended him on fulfilling that role.

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 8:57 a.m.

ATTEST:

APPROVED:

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

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