



# METROPOLITAN CIVIL SERVICE COMMISSION

## MINUTES

August 8, 2017

8:30 a.m.

Howard Office Building  
Sonny West Room

700 2<sup>nd</sup> Avenue South  
Nashville, Tennessee 37210

**MEMBERS PRESENT:** Vice-Chairman R. Steve Corbitt, D. Billye Sanders, Jo Ann North, and Ethan Link.

**MEMBERS ABSENT:** Chairman William H. Farmer

**OTHER MEMBERS PRESENT:** Shannon B. Hall, Metro Human Resources Director; Nicki Eke, Metro Legal Department Attorney

Vice-Chairman Corbitt called the meeting to order and asked if there were any corrections or additions to the minutes of the last **Regular Meeting of July 11, 2017.** Hearing none, he asked for a motion. Commissioner North moved to accept the regular minutes. Seconded by Commissioner Link, 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**  
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APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CODES ADMINISTRATION</u>			
Hayes, Theresa L.	Property Stan Insp 1	Promotion	07/17/17
<u>EMERGENCY COMMUNICATION CENTER</u>			
Armstrong, Courtney J.	Emer Telecommunications Off 1	New Hire	07/10/17
Brown, Margaret E.	Emer Telecommunications Off 1	New Hire	07/10/17
Dougherty, Meghan E.	Emer Telecommunications Off 1	New Hire	07/10/17
Golden, Christopher L.A.	Emer Telecommunications Off 1	New Hire	07/10/17
Saunders, Tyler S.	Emer Telecommunications Off 1	New Hire	07/10/17
Sharber, Angela E.	Emer Telecommunications Off 1	New Hire	07/10/17
Whiting, Sandra	Emer Telecommunications Off 1	New Hire	07/10/17
<u>FINANCE</u>			
Alexander, Christina M.	Procurement Officer 2	New Hire	07/03/17
<u>FIRE</u>			
Lacy III, Leonard C.	Admin Svcs Mgr	New Hire	07/01/17
James, Richard L.	Equip & Supply Clerk 3	New Hire	07/01/17
<u>GENERAL SERVICES</u>			
Baucom, Jack R.	Equip Servicer	New Hire	07/01/17
<u>HUMAN RESOURCES</u>			
*Essary, Dirk W.	Human Resources Analyst 3	Voluntary Reduction in Sal Grd	07/01/17
^Hall, Shannon B.	Human Resources Director	Department Transfer/Promotion	07/01/17
*Voluntary Reduction in Grade from Training Coordinator (OR7) to Human Resources Analyst 3 (OR5)			
^Department Transfer from Metro Clerk's office (Metro Clerk, OR9) to Human Resources (HR Director, DP2)			
<u>INFORMATION TECHNOLOGY SERVICES</u>			
Holloway, Joshua R.	Info Systems App Analyst 2	New Hire	07/10/17
*Perry, Daniel Kyle	Information Systems Advisor 1	Promotion/Department Transfer	06/26/17
^Brown, Amy S.	Information Systems Advisor 2	Class Change/Department Transfer	07/01/17
*Department Transfer from Police (IS App Analyst 3, OR5) to ITS (IS Advisor 1, OR7)			
^Department Transfer from Finance (Finance Manager, OR9) to ITS (IS Advisor 2, OR9)			
<u>JUVENILE COURT</u>			
Durham, Hayley E.	Probation Officer 1	Promotion	07/03/17
Logue, Justin S.	Probation Officer 1	Re-hire	07/03/17

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>JUVENILE COURT</u>			
Jenkins Jr, Raymond A.	Probation Officer Chief	New Hire	07/10/17
Adams, Theodore John	Warrant Officer 1	Re-hire	07/03/17
<u>METRO CLERK</u>			
Waites, Elizabeth	Metro Clerk	New Hire	07/24/17
<u>PARKS</u>			
*Greenlee, Dezmon E.	Maintenance & Repair Worker	Transition - Civil Service	07/14/17
Smith, Dylan S.	Maintenance & Repair Worker	Re-hire	07/14/17
^Clark, Patrick A.	Maintenance & Repair Worker Sr	Return From Pension	07/09/17
Amburgey, Michael N.	Masonry Worker	Re-hire	07/17/17
Rajaratnam, Nethraja J.	Office Support Spec 2	Promotion	07/14/17
**Patterson, Mark D.	Maintenance & Repair Worker Sr	Department Transfer/Class Change	07/17/17
^Hearn, Lisa R.	Recreation Leader	Demotion	07/14/17
*Transition to CS from Seasonal status			
^Return from Pension to same classification			
**Department Transfer from Police (Police Security Guard, ST6) to Parks (M&R Worker Sr, TG7)			
^Demotion from Specialized Skills Instructor (ST8) to Recreation Leader (ST7)			
<u>POLICE</u>			
Davidson, Dawn L.	Admin Svcs Officer 3	Promotion	07/01/17
Scroggins III, Dennis Morial	Computer Operator 2	New Hire	07/01/17
Newbern, Daniel David	Police Captain	Promotion	07/01/17
Widener, Charles T.	Police Captain	Promotion	07/01/17
Davis, Gregory Morris	Police Lieutenant	Promotion	07/01/17
Farrell, John C.	Police Lieutenant	Promotion	07/01/17
Lee, Viviyonne W.	Police Lieutenant	Promotion	07/01/17
Everheart, Christopher Scott	Police Operations Asst 1	New Hire	07/16/17
Glenn, Lewis Dominick	Police Operations Asst 1	New Hire	07/01/17
Lafferty, Evelyn	Police Operations Asst 1	Re-hire	07/01/17
Madden, William Cody	Police Operations Asst 1	New Hire	07/16/17
Singer, Margaret Cassidy	Police Operations Asst 1	New Hire	07/01/17
Taylor, Gina L.	Police Operations Asst 1	New Hire	07/16/17
Childs, Mary L.	Police Operations Coord 1	Promotion	07/01/17
Boone, James A.	Police Sergeant	Promotion	07/01/17
Cahill Jr, Larry J.	Police Sergeant	Promotion	07/01/17
Goebel, Paul V.	Police Sergeant	Promotion	07/01/17
Herlein, Ian P.	Police Sergeant	Promotion	07/01/17
Vandenberg, John D.	Police Sergeant	Promotion	07/01/17
Weaver, Jill Roby	Police Sergeant	Promotion	07/01/17
Anderson, Gary L.	Technical Specialist 2	New Hire	07/01/17
<u>PUBLIC LIBRARY</u>			
Burkhead, Amanda N.	Librarian 1	New Hire	07/17/17

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PUBLIC LIBRARY</u>			
Cremin, Bonnie E.	Office Support Rep 2	New Hire	07/17/17
Starks, Vickie V.	Office Support Spec 2	Promotion	07/17/17
<u>PUBLIC WORKS</u>			
Russell, Adrienne P.	Admin Asst	Promotion	07/17/17
*Williams, Melissa L.	Administrative Services Officer 2	Department Transfer/ Voluntary Reduction	07/17/17
Laman, Charles E.	Equipment Operator	New Hire	07/18/17
Alexander, Pamela D.	Equipment Operator Senior	Promotion	06/19/17
Jones, Candace M.	Office Support Spec 1	New Hire	07/01/17
Hansen, Christopher P.	Safety Inspector 1	New Hire	07/01/17
Jones, Phillip W.	Special Projects Mgr	Promotion	07/03/17

\*Department Transfer from ECC (Emergency Telecommunications Officer 3, ET3) to Public Works (ASO 2, OR1)

WATER SERVICES

*Eslick, Jacqueline C.	Office Support Spec 1	Department Transfer/ Voluntary Reduction in Grade	07/01/17
Bailey, T'varis M.	Treatment Plant Tech 1	New Hire	07/15/17
^Spurlock, William K.	Treatment Plant Tech 1	Department Transfer/Promotion	07/15/17
Higgins, Emmanuel L.	Water Maintenance Technician	New Hire	07/15/17
Ragland, Keith A.	Water Maintenance Technician	Re-hire	07/15/17

\*Department Transfer from Beer Board (Beer Board Director) to Water (Office Support Spec 1, ST7)

^Department Transfer from Public Works (Equipment Operator, TG7) to Water (Treatment Plant Tech 1, TG8)

**MOTION: After some discussion, Commissioner North moved for approval of the appointments as listed. Commissioner Sanders seconded, and the Commission approved without objection.**

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Curby, Stephanie N.	Emer Telecommunications Off 1	Resignation	ECC	07/07/17
Worthing, Julie H.	Emer Telecommunications Off 2	Resignation	ECC	06/22/17
Boyce, Teri L.	Emer Telecommunications Off 4	Resignation	ECC	07/06/17
Diaz, Uriel	Automotive Mechanic	Resignation	General Services	06/23/17
Gilbert, Malinda C.	Human Resources Analyst 3	Pension	Human Resources	06/30/17
Gray, Grantland A.	Information Sys Oper Tech 1	Resignation	ITS	07/07/17
Roney, Steven C.	Information Sys Oper Tech 2	Resignation	ITS	06/23/17
Sinor, Divania S.	Custodian	Resignation	Parks	07/02/17
Chauncey, Johnathan R.	Maintenance & Repair Worker	Resignation	Parks	06/20/17
Greenlee, Damon A.	Maintenance & Repair Worker	Dismissal	Parks	07/07/17
Pentecost, Jason R.	Maintenance & Repair Worker	Dismissal	Parks	07/07/17
Beazley, Deborah A.	Naturalist 3	Pension	Parks	06/22/17
Choklad, Kevin D.	Police Officer 2	Resignation	Police	06/26/17
Cooley, Kevin T.	Police Officer 2	Deceased	Police	06/18/17
Kitchens, David M.	Police Officer 2	Pension	Police	07/03/17

**TERMINATIONS/ PENSIONS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Knisley, Peter A.	Police Officer 2	Resignation	Police	06/30/17
Magner, Robert S.	Police Officer 2	Resignation	Police	07/10/17
Phelps, Michael W.	Police Officer 2	Resignation	Police	07/06/17
Slater, Stephen M.	Police Officer 2	Pension	Police	07/12/17
Chavers, Jasmine B.	Police Operations Asst 1	Resignation	Police	06/30/17
Parker, Adam	Police Sergeant	Resignation	Police	07/03/17
Waltenbaugh, Emily C.	Pub Info Coord	Resignation	Public Library	07/07/17
Burton, James D.	Correctional Officer 1	Resignation	Sheriff	07/05/17
Gladney, Gary A	Correctional Officer 1	Pension	Sheriff	06/30/17
Spencer, Musenda O.	Correctional Officer 1	Resignation	Sheriff	06/25/17
Claiborne, Lynetta S.	Correctional Officer 2	Resignation	Sheriff	06/20/17
McAvoy, Patrick O.	Correctional Officer 2	Resignation	Sheriff	07/10/17
Wright, Michael V.	Correctional Officer Lieut	Pension	Sheriff	07/04/17
Bryant, Harold E.	Engineer Technician Senior	Pension	Water Services	07/07/17
Hogg Jr, Robert A.	Equipment Operator Senior	Resignation	Water Services	06/23/17
Waynick Jr, Eddie L.	Indust Maint Supv 2	Pension	Water Services	06/30/17
Gray, Howard A.	Indust Tech Master	Pension	Water Services	07/07/17
Hardy, Kenneth D.	Security Officer Coord	Dismissal	Water Services	06/29/17
Blunkall Jr, James E.	System Svcs Asst Mgr	Pension	Water Services	06/30/17
Stokely, Robert K.	Water Maint Leader 2	Pension	Water Services	06/19/17
Wilkey, Daniel D.	Water Maintenance Technician	Resignation	Water Services	07/12/17

***MOTION: After some discussion, Commissioner North moved to accept the Termination/Pension report for the dates and reasons stated. Seconded by Commissioner Sanders, 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>
Correctional Officer 2*	Sheriff's Office	3	Dept	07/01/17	A
Correctional Officer Sergeant*	Sheriff's Office	53	Dept	07/01/17	A
Correctional Officer Lieutenant*	Sheriff's Office	3	Dept	07/01/17	A
Police Officer Trainee	Police	39	Cont	07/01/17	E
Adm Asst - Office of Fiscal Affairs	Police	6	Dept	07/03/17	A
IS Advisor 1 - Vmware/SAN Admin	ITS	2	Open	07/06/17	A
Special Projects Manager - Operations	Public Works	1	Dept	07/07/17	E
Safety Inspector 1	Public Works	137	Open	07/07/17	E
Masonry Worker	Parks	14	Open	07/07/17	E
Equipment Servicer - Fleet Mgt	General Services	37	Cont	07/07/17	E
Veterans Service Officer	Human Resources	9	Open	07/19/17	A
IS Assistant Director - Customer Support Services	ITS	71	Open	07/20/17	E
Circulation Assistant 1	Public Library	190	Cont	07/21/17	E
Correctional Officer Trainee	Sheriff's Office	24	Cont	07/25/17	E
IS Operations Analyst 2 - Service Desk Adm	ITS	4	Dept	07/26/17	E
Customer Serv Field Rep	Water Services	158	Open	07/26/17	A
Service Writer - Fleet Mgt	General Services	19	Open	07/28/17	E
Engineering Technician Senior – Stormwater	Water Services	7	Open	07/30/17	A

\*Registers abolished due to changes in the minimum requirements effective 7/01/2017

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

**DEPARTMENTAL ITEMS****CODES ADMINISTRATION AND WATER SERVICES**

- (1: Request for an extension to apply Policy 5.7 C-I, Exempt Overtime Pay (in Emergency Situations) and to designate specific classifications as Exempt Overtime Eligible

Assistant Directors Sonny Lyons and Hal Balthrop from Metro Water Services, Codes Director Terry Cobb, and Human Resources Analyst Jason Lusk were present before the Commission to discuss the request.

***MOTION: After some discussion, Commissioner North moved to approve the request for a one-year extension on Applying Policy 5.7 C-I. Seconded by Commissioner Sanders, and the Commission approved without objection.***

**PARKS**

- (2: Interim Director Monique Odom is requesting an extension of Out of Class pay for Terrance Quattlebaum

Human Resources Analyst Jason Lusk was present before the Commission to discuss the request.

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

**HUMAN RESOURCES**

Human Resources Director, Shannon B. Hall, submits the following for the Commission's consideration and appropriate action:

- (3: Metro Fire Department employee, Cory A. Gibson, is requesting to extend his IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation

Human Resources Manager Jamie Summers and Human Resources Analyst Brian Ward were before the Commission to discuss the request.

***MOTION: After some discussion, Commissioner Sanders moved to approve the request to extend Mr. Gibson's IOD time through December 31, 2017. Seconded by Commissioner Link, and the Commission approved without objection.***

- (4: Review of Initial Order – Ronald Williams, Sheriff - Dismissal

Jennifer Crim, representing Davidson County Sheriff's Office (DCSO), was present before the Commission to discuss the Initial Order.

***MOTION: After some discussion, Commissioner Sanders moved to amend the Initial Order by deleting a redundant paragraph. Seconded by Commissioner North, and the Commission approved without objection.***

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

***ACTION: This item was deferred for one month at the request of the applicant.***

**(6: Appeal of Medical Disqualification: FL, Applicant for Police Officer Trainee**

Applicant FL and Civil Service Medical Examiner Gill Wright were present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended approval of the appeal.

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

**(7: Appeal of Medical Disqualification: PP, Applicant for Police Officer Trainee**

Applicant PP and Civil Service Medical Examiner Gill Wright were present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended denial of the appeal.

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

**(8: Appeal of Medical Disqualification: BR, Applicant for Police Officer Trainee**

Applicant BR and Civil Service Medical Examiner Gill Wright were present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended denial of the appeal.

***MOTION: After some discussion, Commissioner North moved to defer the appeal for one month in order for the applicant to provide updated medical information to the Civil Service Medical Examiner. Seconded by Commissioner Link, and the Commission approved without objection.***

**(9: Appeal of Medical Disqualification: TS, Applicant for Police Officer Trainee**

Applicant TS and Civil Service Medical Examiner Gill Wright were present before the Commission to discuss the appeal.

***MOTION: After some discussion, Commissioner North moved to defer the appeal for one month to allow for review of updated medical information from the applicant. Seconded by Commissioner Sanders, and the Commission approved without objection.***

**(10: Administrative Law Judge Hearing Calendar**

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 July 6, Human Resources staff met with a representative from TSU to discuss developing a partnership which could blossom into internships and possible future employment in Metro departments for TSU students.

HR training staff recently began offering training for HR Coordinators to help develop departmental HR staff and increase their human resources knowledge.

HR staff was at the Madison Police Precinct on Thursday, July 27 to record orientation training to inform staff on the promotional processes for Police Captains, Lieutenants, and Sergeants.

HR training staff partnered with Health Department staff to help them attain Defensive Driving trainer certification through the National Safety Council. As a result, the Health Department is now able to offer in-house defensive driving training.

**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 9:08 a.m.**

**ATTEST:**

**APPROVED:**

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**Shannon B. Hall, Director  
Secretary to the Commission**

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**R. Steve Corbitt, Vice-Chairman  
Civil Service Commission**