



# METROPOLITAN CIVIL SERVICE COMMISSION

## MINUTES

October 10, 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, Jo Ann North, and Ethan Link.

**MEMBERS ABSENT:** Chairman William H. Farmer and D. Billye Sanders

**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 September 12, 2017.** Hearing none, he asked for a motion. Commissioner Link 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>
<u>CODES ADMINISTRATION</u>			
Shivers, David E.	Mech/Gas Inspector 1	New Hire	09/11/17
Youngblood, Adam R.	Mech/Gas Inspector 1	New Hire	09/11/17
<u>FINANCE</u>			
Pedginski, Jennifer L.	Accountant 2	New Hire	09/05/17
<u>FIRE</u>			
*Benford, Anthony A.	Fire Fighter 1	Class Change	09/01/17
*Brown, Patrick M.	Fire Fighter 1	Class Change	09/01/17
*Contreras Jr, Jimmy	Fire Fighter 1	Class Change	09/01/17
*Emamalie, Brian L.	Fire Fighter 1	Class Change	09/01/17
*Lashley, Rhett C.	Fire Fighter 1	Class Change	09/01/17
*Perez, Ruth B.	Fire Fighter 1	Class Change	09/01/17
*Sugawara, Thomas K.	Fire Fighter 1	Class Change	09/01/17
*Travis, David K.	Fire Fighter 1	Class Change	09/01/17
*Class Change from Fire Fighter Recruit to Fire Fighter 1			
<u>GENERAL SERVICES</u>			
Jager, Andrew J.	Equip Mechanic	New Hire	08/28/17
Rains, Gregory E.	Equip Mechanic	New Hire	08/28/17
<u>HUMAN RESOURCES</u>			
*Canup, Carrie K.	Application Tech 2	Department transfer	08/28/17
Department Transfer from Finance to Human Resources			
<u>INFORMATION TECHNOLOGY SERVICES</u>			
*Bragg III, John T.	Information Sys Oper Tech 1	Transition - Civil Service	08/28/17
*Cunningham, Tanya D.	Information Sys Oper Tech 1	Transition - Civil Service	08/28/17
*Transition to CS from Part Time Status			
<u>PARKS</u>			
Abdullatif, Hividar	Custodian	Re-hire	08/25/17
Tippit, James R.	Maintenance & Repair Worker Se	Promotion	09/08/17
Arroyo, Gabriel T.	Recreation Leader	Re-hire	08/25/17

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>POLICE</u>			
Russell Jr., John Scott	Admin Svcs Officer 3	New Hire	09/01/17
Merithew, Keyne R.	Crime Lab Evid Recv Tech	Re-hire	09/01/17
Souriyaphong, Johnny	Info Systems App Analyst 3	New Hire	09/16/17
Mendenhall, Michael A.	Police Officer 2	Re-Employment	09/01/17
Alexander, Netoshia Timia	Police Operations Asst 1	New Hire	09/01/17
Carter, Ronald Dewayne	Police Operations Asst 1	New Hire	08/16/17
Harris, Michele Elizabeth	Police Operations Asst 1	New Hire	09/01/17
Demeke, Yeshimebeat A.	Police Operations Coord 1	Promotion	09/01/17
Anderson, Kathleen	Police Operations Coord 2	Promotion	09/01/17
Zarzecki Jr., Donald William	Police Security Guard 1	New Hire	09/16/17
*Fosbinder, Laura L.	Professional Spec	Class Change/Lateral	09/01/17
*Spencer, Donna A.	Professional Spec	Class Change/Lateral	09/01/17

\*Class Change from Administrative Spec (ST11) to Professional Spec (OR4)

PUBLIC LIBRARY

*Fenn, Marcia L.	Circulation Asst 1	Transition - Civil Service	08/28/17
*Mitchell, Delia M.	Circulation Asst 1	Transition - Civil Service	09/25/17
*Sandage, Cathy L.	Circulation Asst 1	Transition - Civil Service	08/28/17
Hayes Jr, Johnny	Library Assoc 1	New Hire	08/28/17
Hudson, Darria J.	Library Assoc 1	New Hire	09/25/17
Martin, Jessica L.	Library Assoc 1	New Hire	08/28/17
Walker, Ashley Michelle	Library Assoc 1	Promotion	09/25/17
^Meyer, Jessica M.	Program Spec 1	Class Change/Lateral	08/28/17
Miller, Lavelle A.	Security Guard	New Hire	08/28/17

\*Transition to CS from Part Time Status

^Class Change from Library Assoc 1 (ST6) to Program Spec 1 (ST6)

PUBLIC WORKS

Schuler, Amy J.	Finance Admin	Promotion	09/11/17
Tipler, Kelly A.	Recycling Coord	New Hire	08/28/17

SHERIFF

Briggs, David R.	Correctional Officer 2	Promotion	09/10/17
Deater, Christopher J.	Correctional Officer 2	Promotion	09/24/17
Miller, Paul C.	Correctional Officer 2	Promotion	09/24/17
Nicholson, Dustin T.	Correctional Officer 2	Promotion	09/24/17
Satisfield, Alejandra G.	Correctional Officer 2	Promotion	09/10/17
Steen, Jacob L.	Correctional Officer 2	Promotion	09/10/17
Howard, Rodney D.	Correctional Officer Lieut	Promotion	09/03/17
Pallak, Nicholas J.	Correctional Officer Sergeant	Promotion	09/03/17
Popovitch III, Phillip P.	Correctional Officer Sergeant	Promotion	09/03/17

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>WATER SERVICES</u>			
Wortham, Tyler A.	Engineer In Training	New Hire	08/26/17
Perry, Kalee M.	Envir Compliance Officer 1	New Hire	09/09/17
Stienstraw, Elizabeth Ann	Envir Compliance Officer 1	New Hire	09/09/17
French, Michael C.	Indust Maint Supv 2	Promotion	09/09/17
Turner, Jefferey D.	Indust Maint Supv 2	Promotion	09/09/17
Hill III, Donald C.	Treatment Plant Mgr	Promotion	08/26/17
Sanchez, Julio	Treatment Plant Shift Operator	Promotion	09/09/17

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

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Howell, Carmina N.	Office Support Rep 3	Pension	Codes	08/25/17
Dodson, Sara M.	Emer Telecommunications Off 1	Resignation	ECC	09/14/17
Flesher, Van M.	Emer Telecommunications Off 1	Resignation	ECC	08/19/17
White, Rosetta M.	Emer Telecommunications Off 1	Resignation	ECC	08/22/17
Beasley, Donald Ricky	Emer Telecommunications Off 4	Pension	ECC	09/18/17
Segers, Bradley L.	Info Systems App Analyst 3	Resignation	ITS	09/22/17
Hickey, Russell W.	Information Systems Advisor 1	Resignation	ITS	09/22/17
Brown, Amy S.	Information Systems Advisor 2	Resignation	ITS	09/22/17
Jenkins, Tina L.	Probation Officer 1	Resignation	Juvenile Court	08/25/17
Raines, Thomas H.	Maint & Repair Supv	Pension	Parks	08/31/17
Davis, Sara S.	Special Projects Mgr	Pension	Parks	09/14/17
Thacker, Brittini J.	Admin Svcs Officer 2	Resignation	Police	08/24/17
Akin, Timothy D.	Crime Lab Forensic Scientist 3	Resignation	Police	08/25/17
Hale, Randy	Info Systems App Analyst 2	Resignation	Police	08/25/17
Barrett Jr, Robert C.	Police Officer 2	Resignation	Police	09/04/17
Davies, Emily R.	Police Officer 2	Resignation	Police	09/11/17
King, Jeremy S.	Police Officer 2	Resignation	Police	09/14/17
Swint, Andrew R.	Police Officer 2	Resignation	Police	08/22/17
Walls, William A.	Police Officer 2	Pension	Police	08/28/17
Ross, Victoria O.	Librarian 2	Pension	Public Library	09/01/17
Pegues, Conrad R.	Library Mgr 1	Resignation	Public Library	09/02/17
Adebola-Wilson, Francis A.	Library Mgr 3	Resignation	Public Library	09/08/17
Smith, Kimberly L.	Finance Officer 3	Resignation	Public Works	09/06/17
Draper Jr, David E.	Maintenance & Repair Worker	Resignation	Public Works	09/12/17
Mason, Marvae K.	Maintenance & Repair Worker	Resignation	Public Works	09/13/17
Jones, Candace M.	Office Support Spec 1	Resignation	Public Works	09/01/17
Farlow, Viva L.	Parking Patrol Officer 1	Pension	Public Works	09/08/17
Chapman Jr, Jerry L.	Sanitation Worker	Resignation	Public Works	09/10/17
Sneed, Kash D.	Sanitation Worker	Resignation	Public Works	08/25/17
Bridgeforth, Shayna M.	Correctional Officer 1	Resignation	Sheriff	09/11/17
Henson, Jonathan T.	Correctional Officer 1	Resignation	Sheriff	09/07/17
Morales, Nikki Marian P.	Correctional Officer 1	Resignation	Sheriff	08/21/17
Morse, Jacob P.	Correctional Officer 1	Resignation	Sheriff	08/25/17
Murray, Matthew	Correctional Officer 1	Resignation	Sheriff	09/11/17
Saunders, Jacquelin M.	Correctional Officer 1	Resignation	Sheriff	08/24/17
Graham, Delba Q.	Correctional Officer 2	Dismissal	Sheriff	09/05/17

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Moss, Michael B.	Correctional Officer 2	Resignation	Sheriff	08/29/17
Steward, Richard J.	Correctional Officer 2	Resignation	Sheriff	08/18/17
Schmidt, Angela G.	Social Worker Senior	Resignation	Social Services	08/25/17
Ash, Joseph R.	Bldg Maint Leader	Pension	Water Services	08/18/17
Randolph, Richard M.	Customer Service Field Rep	Resignation	Water Services	09/15/17
Garrison, Hugh T.	Environmental Lab Supt	Pension	Water Services	09/22/17
Dotson, Anthony C.	Equip & Supply Clerk 3	Resignation	Water Services	08/17/17
Gribble, Phillip L.	Stores Mgr	Resignation	Water Services	09/22/17
Wright, Douglas C.	Treatment Plant Shift Operator	Pension	Water Services	08/31/17
Hillis, Matthew W.	Treatment Plant Tech 2	Resignation	Water Services	08/18/17
Lavender, Thomas A.	Water Maintenance Technician	Resignation	Water Services	09/08/17

**MOTION:** After some discussion, Commissioner North moved to accept the Termination/Pension report for the dates and reasons stated. Seconded by Commissioner Link, 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>
Crime Lab Forensic Tech - Biology	Police	182	Open	09/01/17	A
Treatment Plant Shift Operator	Water Services	3	Dept	09/05/17	E
Librarian 2	Public Library	30	Open	09/05/17	A
Building & Grounds Electrician	Parks & Rec	18	Open	09/05/17	E
Equipment Mechanic	General Services	13	Cont	09/05/17	E
Maintenance & Repair Worker Sr - Mailroom	Public Library	31	Open	09/06/17	A
Administrative Services Officer 3	Codes	1	Dept	09/06/17	A
Accountant 2 - Operations	Finance	43	Open	09/06/17	E
Maintenance & Repair Worker	Public Works	72	Cont	09/11/17	E
Professional Specialist	Human Relations	74	Open	09/11/17	A
Procurement Officer 2 - Outreach	Finance	34	Open	09/12/17	A
Program Coordinator - Fitness/Tennis	Parks & Rec	64	Open	09/12/17	E
Environmental Compliance Officer 1 - Stormwater	Water Services	107	Open	09/12/17	E
Customer Service Assistant Supervisor - Library	Public Library	23	Open	09/13/17	A
Administrative Services Officer 2 - Case Prep	Police	112	Open	09/13/17	A
Parks & Recreation Director	Parks & Rec	5	Metro Wide	09/14/17	E
IS Applications Analyst 3 - Police	Police	9	Cont	09/14/17	E
IS Application Analyst 2 - Police	Police	2	Dept	09/14/17	A
Finance Administrator - PW	Public Works	1	Dept	09/14/17	E
Police Operations Assistant 1	Police	81	Cont	09/15/17	E
Crime Lab Director*	Police	9	Open	09/15/17	A
Crime Lab Evidence Receiving Tech*	Police	2	Dept	09/15/17	A
Crime Lab Evidence Receiving Tech*	Police	324	Cont	09/15/17	A
Crime Lab Forensic Scientist 1 - Drug ID*	Police	1	Dept	09/15/17	A
Crime Lab Forensic Scientist 1 – Biology*	Police	202	Open	09/15/17	A
Crime Lab Forensic Scientist 1 - Latent Print*	Police	5	Dept	09/15/17	A
Crime Lab Forensic Scientist 2 - Latent Print*	Police	28	Open	09/15/17	A
Crime Lab Forensic Scientist 3 – Biology*	Police	27	Open	09/15/17	A
Crime Lab Forensic Scientist 3 - Firearm & Tool*	Police	4	Open	09/15/17	A
IS Advisor 1 - Server Support	ITS	11	Open	09/15/17	A
Emergency Telecom Officer 1	ECC	19	Cont	09/18/17	E
Historic Preservationist 1 - Zoning	Historical Com	86	Open	09/19/17	E

ELIGIBILITY REGISTER REPORT

<u>CLASSIFICATION</u>	<u>DEPT</u>	<u>ON LIST</u>	<u>TYPE</u>	<u>ESTABLISH/ ABOLISH DATE</u>	
IS Applications Analyst 1 - Data Analyst	ITS	1	Dept	09/20/17	E
IS Operations Analyst 1 - Server Support	ITS	2	Dept	09/20/17	E
Veteran Services Officer - HR	Human Resources	72	Open	09/20/17	E
Library Associate 1	Public Library	128	Cont	09/22/17	E
Automotive Mechanic Leader	General Services	3	Open	09/22/17	E
Equipment Mechanic Leader	General Services	1	Open	09/22/17	E
Police Operations Coordinator 1 - CID/Fraud	Police	6	Dept	09/25/17	E
Finance Officer 3 - Real Property	Finance	34	Open	09/25/17	E
Specialized Skills Instructor - Disabilities Programs	Parks & Rec	1	Dept	09/26/17	E
Maintenance & Repair Worker - Grounds	Parks & Rec	29	Cont	09/27/17	E
Naturalist 3 - Assistant Manager	Parks & Rec	25	Open	09/29/17	E
Police Captain	Police	19	Dept	10/10/17	E

\*Significant changes to the Job Description

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

**DEPARTMENTAL ITEM**

**PUBLIC WORKS**

- (1: Director Mark Sturtevant requests an Open Range salary increase for the following
  - a. Sharon Smith, Public Works Assistant Director - OR 11
  - b. Don Reid, Public Works Assistant Director - OR 11

Human Resources Manager Charles Boddie and Human Resources Analyst Monica Anderson were present before the Commission to discuss the request.

Vice-Chairman Corbitt asked for clarification on the difference in proposed salary requests between the two employees. Human Resources Manager Boddie explained that although Ms. Smith had been with Public Works longer, Mr. Reid had been in upper level management for longer.

**MOTION:** After some discussion, Commissioner North moved to approve the request for Open Range salary increases. Seconded by Commissioner Link, 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:

- (2: Review of Initial Order – Randall Kestner, Public Works - Dismissal

Tara Ladd, representing Public Works, was present before the Commission to discuss the Initial Order.

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

**(3: Review of Initial Order – Gerry Hutcheson, Police – Suspension**

Gerry Hutcheson, his representation, Kim Gilleland, and Cynthia Gross, representing Metro Nashville Police Department, were present before the Commission to discuss the Initial Order.

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

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

Applicant GB 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 for a medical waiver. Seconded by Commissioner Link, and the Commission approved without objection.***

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

Applicant EG 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 Link moved to deny the appeal for a medical waiver. Seconded by Commissioner North, and the Commission approved without objection.***

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

Civil Service Medical Examiner Gill Wright was 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 for a medical waiver. Seconded by Commissioner Link, and the Commission approved without objection.***

**(7: Metro Fire Department employee, Kristine Bailey, is requesting to extend her IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation**

Fire Captain Kristine Bailey, Administrative Services Officer Michele Smith and Human Resources Analyst Brian Ward were present before the Commission to discuss the request.

***MOTION: After some discussion, Commissioner Link moved to approve the request to extend Ms. Bailey's IOD time 90 days. Seconded by Commissioner North, and the Commission approved without objection.***

**(8: Grievance Request – Paid Family Leave**

Sergeant Jeff Brown and Officer Brian Theriac, their representation, Rachel Thomas, and Cynthia Gross, representing Metro Nashville Police Department, were present before the Commission to discuss the complaint. Ms. Thomas stated, as a preliminary matter, it was her understanding that Ms. Hall was not on the Civil Service Commission.

Vice-Chairman Corbitt stated she's not a member.

Ms. Thomas asked why Ms. Hall was sitting with the Commission during an appeal of her decision.

Vice-Chairman Corbitt stated to answer your question, the Civil Service Commission supervises the HR Director and she's the Secretary to the Civil Service Commission. She is required to sit with the Civil Service Commission during meetings, and that also applies to the Employee Benefit Board. If not her, it would be her designee. Does that answer your question?

Ms. Thomas continued to question Ms. Hall's presence.

Vice-Chairman Corbitt stated her job is to be here. You're asking us to review a decision she made; that's our job.

Ms. Thomas stated for the record that she felt it was unfair for Ms. Hall to sit with the Civil Service Commission during review of the complaint.

***ACTION: After some discussion and without objection, the Civil Service Commission deferred this item to the next meeting to be heard before the entire Commission and to allow for all of Ms. Thomas' clients to apply for Paid Family Leave through the Police Department and be advised on the status of those applications.***

**(9: Civil Service Policy Proposal – 3.1-III Workplace Conduct**

Human Resources Analyst Les Bowron was present before the Commission to discuss the policy.

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

**(10: Civil Service Policy changes request – 6.1 Substance Abuse Policy**

***ACTION: This item was deferred to the November 2017 Civil Service Commission Meeting.***

**(11: Memorandum of Understanding Extension Agreement for Nashville Firefighters and Fire Service Employees Association, Local 140 (IAFF)**

Fire Union Representative Mark Young, Administrative Services Officer Michele Smith, and Human Resources Assistant Director Michael Taylor were present before the Commission to discuss the memorandum of understanding (MOU) extension agreement.

***MOTION: After some discussion, Commissioner Link moved to approve the MOU extension agreement. Seconded by Commissioner North, and the Commission approved without objection.***



**(12: 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.***

**(13: Human Resources Updates**

During the week of September 18 - 21, Human Resources staff facilitated the MNPD Captain's Assessment Center, and 19 lieutenants successfully completed promotional testing.

HR staff participated in the Cities of Heart Workforce Initiative on September 20, sharing information on the Metro employee benefits program to Metro employees.

On September 26, HR staff coordinated the Mayor's Service Awards Celebration honoring Metro employees who have served our city for 30 years and every five years thereafter.

***ACTION: This was for a report only.***

**(14: Communiqués from the public on pending hearings**

There were none.

**With nothing further, the regular meeting adjourned at 9:55 a.m.**

**ATTEST:**

**APPROVED:**

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

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