



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

November 14, 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, Jo Ann North, and Ethan Link.

MEMBERS ABSENT: None

OTHER MEMBERS PRESENT: Shannon B. Hall, Metro Human Resources 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 October 10, 2017.** 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>
<u>CODES ADMINISTRATION</u>			
Patterson, Teresa A.	Application Tech 2	Promotion	10/09/17
Ramer, Douglas M.	Bldg Inspector 1	New Hire	10/09/17
<u>FINANCE</u>			
Mullins, Amanda D.	Accountant 2	Re-hire	10/23/17
Weedman, Sara M.	Finance Officer 3	New Hire	10/16/17
<u>FIRE</u>			
Underwood, William A.	Fire Inspector 1	New Hire	10/16/17
<u>GENERAL SERVICES</u>			
Clark, Scott W.	Admin Svcs Officer 3	New Hire	10/23/17
Hartman, Timothy A.	Automotive Mechanic	Promotion	10/23/17
<u>HISTORICAL COMMISSION</u>			
Eller, Caroline C.	Historic Preservationist 1	New Hire	10/02/17
<u>HUMAN RESOURCES</u>			
Tomkinson, Leilani J.	Admin Svcs Officer 4	Promotion	10/09/17
Harris Jr, Robert Lee	Human Resources Analyst 2	Re-hire	10/23/17
Young, Robert S.	Human Resources Analyst 2	New Hire	10/23/17
Wilson, Michael A.	Human Resources Analyst 3	Promotion	10/09/17
Workings, Vechelle B.	Professional Spec	Promotion	10/09/17
Davis, Katherine Sanders	Veteran's Services Officer	New Hire	10/30/17
<u>INFORMATION TECHNOLOGY SERVICES</u>			
McWright, Maxwell H.	Info Systems App Analyst 1	Promotion	09/25/17
Jarvis, Timothy R.	Information Sys Media Tech 1	Re-hire	10/07/17
Lawson, Kale A.	Information Sys Oper Tech 2	Promotion	09/25/17
Lyng, Tammy K.	Information Systems Advisor 2	Promotion	10/16/17
<u>JUVENILE COURT</u>			
*Eggerson, Kimberly D.	Probation Officer 1	Transition to Civil Service	09/25/17

*Transition to CS from a Grant Funded position

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PARKS</u>			
Hogan, Robert S.	Bldg & Grnds Electrician	Re-hire	09/22/17
*Thrower, Trevor S.	Custodian	Class Change/Lateral	09/29/17
Deluca, Paul V.	Maintenance & Repair Worker	New Hire	09/29/17
Hoover Jr, Mark J.	Maintenance & Repair Worker	New Hire	10/09/17
James, Justin C.	Maintenance & Repair Worker	Re-hire	10/30/17
King, Ezechial R.	Maintenance & Repair Worker	New Hire	10/16/17
Langley Jr, Mitchell R.	Maintenance & Repair Worker	New Hire	10/02/17
Nelson, Kristopher G.	Maintenance & Repair Worker	New Hire	10/16/17
Taylor, Clifford S.	Maintenance & Repair Worker	New Hire	10/06/17
^Anderson, Rachel M.	Naturalist 3	Transition - Civil Service	10/20/17
Odom, Monique N.	Parks & Recreation Dir	Promotion	10/05/17
**Khamken, Malynna T.	Program Coord	Transition - Civil Service	09/22/17
^^Patterson, Estelle R.	Recreation Leader	Demotion	10/06/17
Allen, Dana S.	Specialized Skills Instr	Promotion	10/20/17

*Class Change from M&R Worker (TG5) to Custodian (TG5)

^Transition to CS from Grant Funded position

**Transition to CS from a Part Time position

^^Demotion from Program Coord (ST9) to Recreation Leader (ST7)

POLICE

*Cook, Susan H.	Admin Svcs Officer 2	Transition - Civil Service	10/01/17
Bright, Emily N.	Crime Lab Forensic Supv	Promotion	10/16/17
^Simmons, Jennisha C.	Police Operations Asst 1	Department Transfer/Transition - CS	10/16/17
Hines, Katharlyn M.	Police Operations Coord 1	Promotion	10/01/17
Sadler, Kelly J.	Police Operations Coord 2	Promotion	10/16/17

*Transition to CS from a Part Time position

^Department Transfer from Library (Library Page, ST2) to Police (Police Operations Asst 1, ST4)

PUBLIC LIBRARY

Wingate, Katherine Z.	Circulation Asst 1	Re-hire	10/23/17
*Sloan III, Douglas O.	Info Systems App Tech 1	Department Transfer/Class Change	10/09/17
Conklin, Christopher Todd	Pub Info Coord	New Hire	10/09/17

*Department Transfer from ITS (IS Operations Tech 1, OR1) to Library (IS Application Tech 1, OR1)

PUBLIC WORKS

Bradley, David W.	Equipment Operator	New Hire	10/23/17
Ferguson, Robert J.	Equipment Operator	Promotion	10/10/17
Ford, Kenneth R.	Equipment Operator	Promotion	10/10/17
Ridiner, Mitchell T.	Equipment Operator	Promotion	10/10/17
Burum, Michael T.	Equipment Operator Senior	Promotion	10/10/17
Fite, William T.	Equipment Operator Senior	Promotion	10/10/17
*Kincade Jr, Bobby L.	Equipment Operator Senior	Class Change	10/10/17
^McMurtry, Samuel L.	Equipment Operator Senior	Class Change	10/10/17

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PUBLIC WORKS</u>			
**Moore, Titus E.	Equipment Operator Senior	Return From Pension	10/09/17
Ragland Jr, Marty L.	Equipment Operator Senior	Re-hire	10/10/17
Baggett, Donovan A.	Maintenance & Repair Worker	New Hire	10/23/17
Brown, Carlos	Maintenance & Repair Worker	New Hire	10/10/17
Dean, Christopher L.	Maintenance & Repair Worker	New Hire	10/10/17
Felts, Zachary D.	Maintenance & Repair Worker	New Hire	10/24/17
Gillson, Coty J.	Maintenance & Repair Worker	New Hire	10/10/17
Holt, Daniel W.	Maintenance & Repair Worker	New Hire	10/10/17
Jones, Cody T.	Maintenance & Repair Worker	Re-hire	10/10/17
Lamborn, Trever R.	Maintenance & Repair Worker	New Hire	10/24/17
Ragan, David H.	Maintenance & Repair Worker	New Hire	10/24/17
Simpson IV, Henry	Maintenance & Repair Worker	New Hire	10/23/17
Townsend, Drake A.	Maintenance & Repair Worker	New Hire	10/10/17
^Oliver, Christopher D.	Office Support Spec 1	Department Transfer/Promotion	10/09/17
Sneed, Kash D.	Sanitation Worker	Re-hire	10/10/17
***Woody, Brian L.	Sanitation Worker	Class Change/Lateral	10/10/17
Walters, Jeffy W.	Signal Tech 1	Promotion	10/10/17

*Class Change from M&R Worker (TG5) to Equipment Operator Sr (TG9)

^Class Change from Sanitation Worker (TG5) to Equipment Operator Sr (TG9)

**Return from Pension to same classification

^^Department Transfer from Water (Office Support Rep 3, ST6) to Public Works (Office Support Spec 1, ST7)

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

WATER SERVICES

Schnell, Kristi M.	Engineer 2	New Hire	10/21/17
Tesfu, Amanuel H.	Treatment Plant Tech 1	New Hire	10/21/17

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>
Wiles, Kristopher M.	Property Stan Insp 1	Resignation	Codes Administration	10/04/17
Hudson, Stacey M.	Admin Svcs Officer 3	Resignation	Finance	10/06/17
Birdwell, David W.	Fire Commander	Pension	Fire	10/11/17
Maynard, Bonnie G.	Fire District Chief	Pension	Fire	10/06/17
Gibson, Cory A.	Fire Fighter/Paramedic	Resignation	Fire	09/22/17
Ashburn, Jerry F.	Paramedic 2	Pension	Fire	10/10/17
Lawrence-Morris, Eva J.	Paramedic 2	Pension	Fire	10/02/17
Perez, Samantha L.	Professional Spec	Resignation	Human Relations Commission	09/22/17
Parker, Charles A.	Information Sys Oper Tech 1	Resignation	ITS	10/15/17
Pedersen, Terry M.	Information Sys Oper Tech 1	Dismissal	ITS	09/13/17
Greenlee, Dezmon E.	Maintenance & Repair Worker	Dismissal	Parks	09/29/17
Smith, Tammie M.	Recreation Leader	Pension	Parks	09/26/17
Edwards, Lou T.	Admin Asst	Pension	Planning Commission	09/29/17
Crowe, William C.	Police Officer 2	Resignation	Police	09/21/17

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Ellis, Paul K.	Police Officer 2	Resignation	Police	09/22/17
Feinstein, Wesley E.	Police Officer 2	Dismissal	Police	10/10/17
Graves, Eric L.	Police Officer 2	Resignation	Police	10/15/17
Jayne, John L.	Police Officer 2	Resignation	Police	10/06/17
Nieves, Michael J.	Police Officer 2	Pension	Police	10/05/17
Howse Jr, Robert L.	Police Operations Coord 1	Dismissal	Police	09/28/17
Lillard, Rochelle Y.	Police Security Guard 1	Resignation	Police	10/06/17
Stephens, Regina S.	Police Sergeant	Pension	Police	10/06/17
Jones, Saskia P.	Circulation Asst 1	Resignation	Public Library	10/16/17
Fears, Deandre A.	Circulation Asst 2	Resignation	Public Library	10/17/17
Pugh, Ronnie F.	Library Mgr 1	Pension	Public Library	09/30/17
Thomas, Keosha L.	Program Spec 1	Resignation	Public Library	10/20/17
Laman, Charles E.	Equipment Operator	Dismissal	Public Works	10/13/17
Anderson, James W.	Equipment Operator Senior	Pension	Public Works	09/29/17
Young, Marcus L.	Equipment Operator Senior	Pension	Public Works	10/18/17
Cervantes, Christian A.	Maintenance & Repair Worker	Dismissal	Public Works	10/20/17
Cobb, Omar K.	Maintenance & Repair Worker	Resignation	Public Works	10/17/17
Smith, Javonte R.	Maintenance & Repair Worker	Resignation	Public Works	10/17/17
Antwi Jr, Ernest K.	Correctional Officer 1	Resignation	Sheriff	09/25/17
Fann, Charles B.	Correctional Officer 1	Resignation	Sheriff	10/02/17
Santiago, Gabriel M.	Correctional Officer 1	Resignation	Sheriff	09/24/17
Swims, Erin A.	Correctional Officer 1	Resignation	Sheriff	10/20/17
Walker, Roman D.	Correctional Officer 1	Resignation	Sheriff	09/29/17
Warren, Audrey D.	Correctional Officer 1	Resignation	Sheriff	09/29/17
Williams, Daniel D.	Correctional Officer 1	Resignation	Sheriff	10/17/17
Douglas, Anthony L.T.	Correctional Officer 2	Resignation	Sheriff	09/28/17
Wilkerson, Lynous E.	Correctional Officer 2	Resignation	Sheriff	10/13/17

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>
Police Officer Trainee	Police	30	Cont.	10/01/17	E
Sanitation Worker	Public Works	29	Cont.	10/02/17	E
Equipment Operator Sr- Roads & Waste	Public Works	64	Open	10/02/17	E
Human Resources Analyst 3	Human Resources	1	Dept.	10/02/17	A
Library Manager 3	Public Library	52	Open	10/03/17	A
Police Operations Coord. 1-Records	Police	7	Dept.	10/04/17	A
Application Technician 2	Codes	37	Open	10/05/17	E
IS Media Technician 1 - PEG	ITS	13	Open	10/05/17	E
Public Information Coordinator	Public Library	113	Open	10/09/17	E
Police Captain	Police	19	Dept.	10/10/17	E
Human Resources Analyst 2-Benefits	Human Resources	42	Open	10/10/17	E
Admin Services Officer 3-Fac. & Logistics Mgr	General Services	32	Open	10/11/17	E
Adm Services Officer 2 - Crossing Guards	Police	30	Open	10/11/17	E
Finance Assistant Director	Finance	61	Open	10/13/17	A
Zoning Examiner	Codes	28	Cont.	10/17/17	E
Engineer 2	Water	20	Open	10/18/17	E
Office Support Representative 3	Codes	166	Open	10/18/17	E

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 Supervisor-Drug ID	Police	1	Dept.	10/18/17	E
IS Applications Technician 1	Public Library	128	Open	10/19/17	E
Police Operations Analyst 2-Fiscal Affairs	Police	69	Open	10/19/17	E
Administrative Assistant	Public Works	1	Dept.	10/19/17	A
Professional Specialist-Policy & Research	Human Relations	87	Open	10/20/17	E
Technical Specialist 1-Fleet-Upfit Shop	General Services	5	Dept.	10/20/17	E
Water Quality Analyst 3	Water Services	21	Open	10/23/17	E
Human Resources Analyst 1-Training	Human Resources	207	Open	10/23/17	A
Custodial Service Assistant Supervisor	Public Library	10	Open	10/24/17	E
Social Worker	Social Services	90	Open	10/24/17	A
Social Worker Senior	Social Services	20	Open	10/24/17	A
Parking Patrol Officer 1	Public Works	1	Dept.	10/24/17	A
Automotive Mechanic	General Services	14	Cont.	10/25/17	E
Industrial Electrician 1	Water	17	Open	10/26/17	E
System Services Assistant Manager	Water	19	Open	10/26/17	E
Specialized Skills Instructor - Visual Arts	Parks	42	Open	10/27/17	E
IS Applications Analyst 3	Water	21	Open	10/27/17	A
Admin Services Mgr-Building Mgr	Public Library	47	Open	10/27/17	A
Fire Chief	Fire	6	Dept.	10/27/17	A
Correctional Officer Trainee	Sheriff	25	Cont.	10/30/17	E
Crime Lab Forensic Scientist 1-Drug ID	Police	2	Dept.	10/31/17	E
Maint. & Repair Worker Senior-Mailroom	Public Library	24	Open	10/31/17	E
Crime Lab Forensic Scientist 1-Drug ID	Police	2	Dept.	10/31/17	E
Program Supervisor (Puppet Truck)	Public Library	17	Open	10/31/17	E

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

DEPARTMENTAL ITEMPUBLIC LIBRARY**(1: Director Kent Oliver requests revisions to the Departmental Rules**

Special Projects Manager Susan Drye, Human Resources Analyst Libby Cain, and Human Resources Analyst Monica Anderson were present before the Commission to discuss the revisions.

MOTION: After some discussion, Commissioner North moved to approve the request for revisions to the Departmental Rules. Seconded by Commissioner Sanders, and the Commission approved without objection.

SHERIFF'S OFFICE**(2: Leave from Civil Service Status for Demetria Fields**

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

MOTION: *After some discussion, Vice-Chairman Corbitt 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, Shannon B. Hall, submits the following for the Commission's consideration and appropriate action:

- (3: **Metro Fire Department employee, James Overton, 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 present before the Commission to discuss the request.

MOTION: *After some discussion, Vice-Chairman Corbitt moved to approve the request to extend Mr. Overton's IOD time through February 14, 2018. Seconded by Commissioner North, and the Commission approved without objection.*

- (4: **Metro Fire Department employee, Daniel Tinnon, 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 present before the Commission to discuss the request.

MOTION: *After some discussion, Commissioner Sanders moved to approve the request to extend Mr. Tinnon's IOD time through February 14, 2018. Seconded by Commissioner North, and the Commission approved without objection.*

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

Applicant JS 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, Vice-Chairman Corbitt moved to approve the appeal for a medical waiver. Seconded by Commissioner North, and the Commission approved without objection.*

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

Applicant MN, Human Resources Manager Sue Bibb, 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, Vice-Chairman Corbitt moved to deny the appeal for a medical waiver. Seconded by Commissioner Sanders, and the Commission approved without objection.*

(7: Grievance Request – Paid Family Leave

FOP President James Smallwood and Officer Brian Theriac, their representation, Rachel Thomas, and Jenny Crim, representing Metro Nashville Police Department, were present before the Commission to discuss the complaint.

Chairman Farmer asked Ms. Thomas to state the names of the people she represented. Ms. Thomas replied Brian Dugre, Brian Gottschall, and Brian Theriac, as individuals, and the class of Fraternal Order of the Police (FOP Union) employees impacted by this.

As a preliminary matter, Ms. Thomas stated her objection to Ms. Hall sitting with the Civil Service Commission and concern for a fair and impartial appeal.

Chairman Farmer stated the objection was noted for the record and disagreed regarding the Commission's ability to render a fair and impartial decision. It was also noted for the record that Ms. Hall does not participate in the decision the Civil Service Commission will ultimately make. Also, the Director of Human Resources is present and sitting with the Civil Service Commission at every Civil Service Commission Meeting.

Ms. Crim presented the Metropolitan Government's position that the matter was non-grievable while Ms. Thomas presented the position of her clients that the matter was grievable.

Ms. Crim stated the Metro Government's position that the complaint was non-grievable because this is a uniformly applied Human Resources policy or practice. The Police Department's HR Division (MNPd HR) has uniformly applied the Paid Family Leave Policy to the employees involved in this grievance matter. Therefore, it is Metro Government's position that the complaint was non-grievable and it does not fall under one of the specific instances that is grievable under Civil Service Rules section 6.9. Metro's position is that the Civil Service Commission voted to implement the policy in accordance with Mayor Barry's Executive Order #038 for clarification and to avoid having two different standards of the Paid Family Leave Policy being applied to Non-Civil Service employees versus Civil Service employees. The Executive Order states, in the case of birth or adoption, Paid Family Leave will be available starting with the date of birth, date of adoption, or date that legal custody is granted, provided that the event occurred on or after July 11, 2017.

Ms. Thomas disagreed with the Metropolitan Government's position and asked the Commission to look at the plain language of the Paid Family Leave Policy, instead of looking at Executive Order #038. The plain language of the Paid Family Leave Policy says it shall run concurrently with FMLA. Paid Family Leave should be available to anyone who is still on intermittent FMLA and has intermittent FMLA leave left on July 11, 2017 when this was passed. The paid family leave should run concurrently with FMLA leave, pursuant to the plain language of the policy. Ms. Thomas stated that the language in the Executive Order applies to non-Civil Service employees only.

1st MOTION: After some discussion, Commissioner Sanders moved to deny the complaint as non-grievable because the policy was not misapplied. Seconded by Commissioner North, and the Commission approved with objection, as follows: Vice Chairman Corbitt – aye; Commissioner Link – nay; Commissioner North – aye; Commissioner Sanders – aye.

2nd MOTION: After some discussion, Commissioner Link moved to reconsider the Implementation Plan adopted on September 12, 2017. The motion failed for lack of a second.

(8: Job Description Revisions requested by the Nashville Fire Department

Human Resources Manager Jamie Summers and Human Resources Analyst Leslie Schuster were present before the Commission to discuss the revisions. They were later joined by Fire Union Representative Mark Young and Human Resources Assistant Director Michael Taylor.

Commissioner Sanders questioned the ten years length of and work experience within the Nashville Fire Department in the education and experience required for the Fire Instructor. She expressed concern for the rationale that could keep other people out of that class who had come to the department from other places, the ten years length seemed too lengthy, and the requirement of ten years within the Nashville Fire Department could perpetuate discrimination against other groups. The Commission membership asserted support for these concerns.

The Commission asked the Fire Department, in conjunction with the Fire Union and Human Resources to review the experience requirements on their job classes and return to the Commission with recommendations in three months at the February Civil Service Commission Meeting.

MOTION: After some discussion, Commissioner North moved to approve the revisions at this time without the “no substitution” requirement on the Fire Instructor job description with the expectation that experience requirements would be reviewed and reported on at the February Civil Service Commission Meeting. Seconded by Commissioner Link, and the Commission approved without objection.

(9: Civil Service Policy changes request

Human Resources Analyst Leslie Schuster was present before the Commission to discuss the changes.

Chairman Farmer asked the Union Representatives if they had been consulted with regard to these changes. They said yes.

1st MOTION: After some discussion, Commissioner North moved to approve the policy changes to 5.7 C-I Exempt Overtime Pay (in Emergency Situations). Seconded by Commissioner Link, and the Commission approved without objection.

2nd MOTION: After some discussion, Commissioner North moved to approve the policy changes to 5.9 Assignment Classifications and 7.2 C-I/8.2C-I Assignment Classifications – Police/Fire. Seconded by Vice-Chairman Corbitt, and the Commission approved without objection.

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

Human Resources Manager Stephen Cain was present before the Commission to discuss the policy changes, including a title change to Drug-Free Workplace Policy.

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

(11: Report on Benefit Board Election Results (Metro Charter 13.03) Fire Department Employee Representative

Human Resources Analyst Seth Waltenbaugh informed the Commission that Mark A. Young won by a majority of votes.

ACTION: This item was for report only.

(12: Requesting approval to conduct a Benefit Board Election for Police Department employee representative on December 21, 2017

Human Resources Analyst Seth Waltenbaugh was present before the Commission to discuss the election.

MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the election to be held December 21, 2017. Seconded by Commissioner North, and the Commission approved without objection.

(13: 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.

(14: Human Resources Updates

During the month of October, Human Resources staff partnered with the Mayor's Office and coordinated Postsecondary Education Fairs for Metro Employees on October 5, 20, and 30.

HR staff participated in the MTSU 2017 Fall Career Fair on October 25, recruiting students with multiple majors for positions in Metro departments.

For an MECCC Update, including proceeds from our Charity Golf Scramble, Human Resources donated approximately \$22,000 to the 2017 Metro Employees Consolidated Charities Campaign. We are tying up our campaign and happy to report 100% percent participation in those efforts.

Last Month, Human Resources welcomed new Veteran's Services Officer Katie Davis, and two new pension calculators Robert Harris and Robert Young.

ACTION: This was for a report only.

(15: Communiqués from the public on pending hearings

There were none.

With nothing further, the regular meeting adjourned at 10:17 a.m.

ATTEST:

APPROVED:

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

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