



# METROPOLITAN CIVIL SERVICE COMMISSION

## MINUTES

January 9, 2018

8:30 a.m.

Howard Office Building  
Sonny West Room

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

**MEMBERS PRESENT:** Chairman William H. Farmer, Vice-Chairman R. Steve Corbitt, D. Billye Sanders, and Ethan Link.

**MEMBERS ABSENT:** Jo Ann North

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

Chairman Farmer called the meeting to order and then asked if there were any corrections or additions to the minutes of the last **Regular Meeting of December 12, 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.

**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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CODES ADMINISTRATION

*Welch, Julie H.	Admin Svcs Officer 3	Department Transfer/Promotion	12/18/17
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\*Department Transfer from Beer Board (Office Support Spec, ST8) to Codes (ASO 3, OR3)

EMERGENCY COMMUNICATIONS

Esquivel, Richard C.	Emer Telecomm Off 1	New Hire	12/04/17
Lewis, Cyrenthia Denise	Emer Telecomm Off 1	New Hire	12/04/17
Senters, Austin Mattheew	Emer Telecomm Off 1	New Hire	12/04/17

FINANCE

*Morris, Michelle B.	Admin Svcs Officer 3	Class Change/Lateral	11/20/17
^Shartzter, Christine R.	Application Tech 2	Department Transfer/Class change	12/11/17
Hunter, Jamie D.	Procurement Officer 2	Promotion	12/04/17

\*Class Change from Procurement Officer 2 (OR3) to ASO 3 (OR3)

^Department Transfer from Planning (ASO 2, OR1) to Finance (Application Tech 2, ST8)

JUVENILE COURT

*Stapleton, Alexia R.	Office Support Rep 3	Department Transfer/Promotion	12/04/17
Franklin, Ryan H.	Probation Officer 1	New Hire	12/11/17
McDowell, Jerrel O.	Probation Officer 1	New Hire	12/11/17

\*Department Transfer from Library (Circulation Asst 1, ST4) to Juvenile Court (Office Support Rep 3, ST6)

METROPOLITAN CLERK

Williams, Malika S	Admin Svcs Officer 1	New Hire	12/18/17
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PARKS

Best, Hunter C	Maint & Repair Worker	New Hire	12/18/17
Boshers, Aaron M	Maint & Repair Worker	New Hire	12/15/17
Irvin, Jordan B	Park Police Lieutenant	Promotion	12/01/17
*Manuel, April C	Recreation Leader	Transition - Civil Service	12/01/17

\*Transition to CS from Part Time status

POLICE

Gmerek, Barbara A.	Admin Svcs Mgr	Promotion	12/16/17
Kenderdine, Cheryl F.	Admin Svcs Mgr	Promotion	12/16/17
Spencer, Donna A	Admin Svcs Officer 4	Promotion	12/16/17
Dradt, Christina	Crime Lab Forensic Scientist 1	Promotion	12/01/17
Kirkham, Mary K.	Finance Mgr	Promotion	12/16/17

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>POLICE</u>			
Quarles, Joshua C.	Info Systems App Analyst 2	Promotion	12/16/17
*Thorson II, Thomas A.	Information Systems Advisor 1	Department Transfer	12/01/17
Hudson, Myra D.	Police Operations Analyst 2	Promotion	12/01/17
Yazdani, Noelle B.	Police Operations Analyst 2	Promotion	12/16/17
^Wilbourn, Errikka S.	Police Operations Asst 1	Class Change	11/27/17
Dyer, Sean M.	Police Operations Coord 1	Promotion	12/01/17
Selley, Rebecca M.	Police Operations Coord 1	Promotion	12/01/17
Bradford, Brandon T.	Police Operations Coord 2	Promotion	12/16/17
Sharpe Jr., Jeffrey Tyrone	Police Security Guard 1	New Hire	12/16/17

\*Department Transfer from ITS to Police

^Class Change from Police Officer Trainee to Police Operations Asst 1

PUBLIC LIBRARY

Gerges, Magdy A.	Circulation Asst 1	New Hire	12/18/17
*Cook, Kyle T.	Info Systems App Analyst 1	Re-Classification	12/04/17
*Ellis, Jennifer L.	Info Systems App Analyst 1	Re-Classification	12/04/17
*Price, Allison L.	Info Systems App Analyst 1	Re-Classification	12/04/17
*Lane, Jennifer B.	Information Systems Advisor 1	Re-Classification	12/04/17
*Jirik, Lawrence W.	Information Systems Advisor 2	Re-Classification	12/04/17
Deeb, Elizabeth H.	Librarian 2	Promotion	12/04/17
^Brooks, John R.	Maint & Repair Worker Sr	Department Transfer/Class Change	12/18/17

\*Reclassification due to job audit conducted by HR

^Department Transfer from General Svcs (Equipment Servicer, TG7) to Library (M&R Worker Sr, TG7)

PUBLIC WORKS

Crane, Cassevettes D.	Equipment Operator Senior	Promotion	12/18/17
Bolton, Daniel E.	Maint & Repair Worker	New Hire	12/18/17
Guest, Stephen J.	Maint & Repair Worker	New Hire	12/01/17
Hines, DaVinci	Maint & Repair Worker	New Hire	12/18/17
*Johnson, Cedric M.	Maint & Repair Worker	Department Transfer	12/18/17
Johnson, James K.	Maint & Repair Worker	New Hire	12/01/17
^Sturtevant, Mark A.	Pub Works Director	Transition - Civil Service	12/18/17
Word, Markevias D.	Sanitation Worker	New Hire	12/01/17

\*Department Transfer from Parks to Public Works

^Transition to CS from a Non-CS status

SHERIFF

*Turner, Jessica R.	Correctional Officer 1	Class Change	11/17/17
Chesser, Tanya Y.	Correctional Officer Lieut	Promotion	12/03/17
Myatt, Chadwick W.	Correctional Officer Sergeant	Promotion	12/03/17

\*Class Change from CO Trainee to CO 1

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>WATER SERVICES</u>			
Islam, Mohammad A.	Indust Electrician 1	New Hire	12/02/17
Frydenlund, Jene Wayne	Indust Mechanic 1	Promotion	12/02/17
*Gray Sr, Kenneth Lee	Indust Mechanic 1	Department Transfer/ Voluntary Reduction in Grade	12/02/17
Meeks, Ryan C.	Indust Mechanic 1	Promotion	12/02/17
*Scott, Michael E.	Indust Mechanic 1	Department Transfer/ Voluntary Reduction in Grade	12/02/17
^Foster, Cornelius K.	Treatment Plant Tech 1	Department Transfer/ Voluntary Reduction in Grade	11/18/17
Forbes, Jyshon M.	Water Maint Technician	New Hire	12/02/17
Holt, Shannon L.	Water Maint Technician	New Hire	12/02/17

\*Department Transfer from General Services (Master Tech, TG13) to Water (Industrial Mech 1, TG11)

^Department Transfer from Police (Office Support Spec 2, ST8) to Water (Treatment Plant Tech 1, TG8)

**MOTION:** After some discussion, Vice-Chairman Corbitt 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>
Baggett, Tracey L.	Electrical Inspector 1	Resignation	Codes Administration	12/15/17
Ingram, Nina D.	Emer Telecomm Off 3	Resignation	Emergency Communications	11/22/17
Frazier, Allison A.	Application Tech 2	Resignation	Finance	12/01/17
Brady, Michael D.	Fire Captain	Pension	Fire	12/13/17
White, Richard T.	Fire Chief	Pension	Fire	11/30/17
Crawford, Jonathan T.	Fire Fighter 2	Resignation	Fire	11/27/17
Best, Warren T.	Admin Svcs Mgr	Resignation	General Services	11/24/17
Jager, Andrew J.	Equip Mechanic	Resignation	General Services	12/01/17
Fussell-Young, Jennifer B.	Info Sys Oper Analyst 3	Resignation	ITS	11/24/17
Jassim, Ameer	Info Sys Oper Tech 1	Resignation	ITS	12/07/17
Beverly, Suzie B.	Probation Officer 3	Pension	Juvenile Court	12/01/17
Brown, James William	Warrant Officer 1	Resignation	Juvenile Court	12/15/17
Taylor, Houston W.	Park Police Lieutenant	Pension	Parks	12/14/17
Davies, John G.	Recreation Leader	Resignation	Parks	11/21/17
Dennard, Archie E.	Recreation Leader	Resignation	Parks	11/30/17
Lloyd, Fallan C.	Recreation Leader	Resignation	Parks	11/30/17
Back, Emily A.	Crime Lab Forensic Scientist 3	Resignation	Police	12/15/17
Frith, Jonathan C.	Police Officer 2	Resignation	Police	12/05/17
Marchak, Alex M.	Police Officer 2	Resignation	Police	12/12/17
Rizo, Anthony	Police Officer 2	Resignation	Police	12/13/17
Stokes, William S.	Police Officer 2	Pension	Police	11/30/17
Turbeville, William D.	Police Officer 2	Pension	Police	11/30/17
Dunaway, James L.	Police Sergeant	Resignation	Police	11/16/17
Keeler, Leonard O.	Technical Specialist 2	Pension	Police	12/07/17
York, Sheila D.	Custodian	Dismissal	Public Library	12/01/17
Hughes, John D.	Mail Clerk Carrier	Resignation	Public Library	11/20/17
Simpson, Ronald	Maint & Repair Worker Se	Pension	Public Library	12/15/17
Dickens, Rodney A.	Equipment Operator Senior	Resignation	Public Works	12/01/17
Reed, William A.	Equipment Operator Senior	Deceased	Public Works	12/01/17
Townsend, Drake A.	Maint & Repair Worker	Resignation	Public Works	11/22/17

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Frank, Leunta C.	Sanitation Worker	Resignation	Public Works	12/01/17
Jones, Devonte L.	Correctional Officer 1	Resignation	Sheriff	12/14/17
Loredo Jr, David	Correctional Officer 1	Resignation	Sheriff	11/23/17
Thompson, Gayland A.	Correctional Officer 1	Resignation	Sheriff	12/05/17
Walker Jr, Thomas M.	Correctional Officer 1	Resignation	Sheriff	12/14/17
Durham Jr, Herbert B.	Correctional Officer 2	Pension	Sheriff	11/29/17
Paul, Wintrust R.	Correctional Officer 2	Resignation	Sheriff	11/24/17
Andrews, Kiyante T.	Customer Service Field Rep	Resignation	Water Services	12/15/17
Goodwin, Stewart P.	Engineer In Training	Resignation	Water Services	11/29/17
Modesitt, Matthew L.	Public Info Rep	Resignation	Water Services	11/27/17
Qualls, Jesse J.	Service Rep 2	Resignation	Water Services	12/01/17
McKissack, Quentin A.	Water Maint Technician	Resignation	Water Services	11/27/17

**MOTION:** After some discussion, Vice-Chairman Corbitt 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 Operations Supervisor	Police	2	Dept	12/01/17	A
Police Officer Trainee	Police	113	Open	12/01/17	E
Police Operations Coord 1 - Records	Police	6	Dept	12/01/17	E
Adm Services Officer 2 - Juvenile Court	Juvenile Court	62	Open	12/01/17	A
Building Maintenance Mechanic	Public Library	11	Open	12/05/17	A
Maintenance & Repair Worker - Grounds	Parks	18	Cont	12/06/17	E
Maintenance & Repair Worker	Public Works	21	Cont	12/06/17	E
Probation Officer 2	Juvenile Court	6	Dept	12/06/17	A
Probation Officer 3	Juvenile Court	32	Open	12/06/17	A
Program Manager 1 - Recovery Court Coord	Juvenile Court	172	Open	12/07/17	A
Program Specialist 1 - Community Outreach	Juvenile Court	192	Open	12/07/17	A
Sanitation Worker	Public Works	51	Cont	12/07/17	E
Office Support Rep 3 - Fire	Fire	107	Open	12/07/17	E
Library Manager 1	Public Library	31	Cont	12/08/17	E
Adm Services Officer 1 - Metro Clerk	Metro Clerk	176	Open	12/08/17	E
Mail Clerk Carrier - Library	Public Library	95	Open	12/08/17	A
Adm Services Officer 2 - Planning	Planning Com	43	Open	12/11/17	A
Adm Services Officer 4 - Urban Forestry	Water Services	67	Open	12/12/17	E
Emergency Telecom Trainee	ECC	21	Cont	12/12/17	E
Adm Services Officer 4 - Police Fiscal	Police	4	Dept	12/13/17	E
Adm Services Mgr - Police Fiscal	Police	3	Dept	12/13/17	E
Technical Specialist 2 - Dev Services	Water Services	9	Dept	12/14/17	E
Police Operations Analyst 2 - Chief's Office	Police	5	Dept	12/15/17	E
Finance Manager - Police Fiscal	Police	1	Dept	12/15/17	E
Police Security Guard 1	Police	171	Cont	12/18/17	E
Office Support Specialist 2 - Water	Water Services	374	Open	12/18/17	A
Recreation Leader - Ice Rink	Parks	33	Open	12/19/17	E
Public Works Director	Public Works	33	Open	12/19/17	E
Adm Services Officer 2 - Case Prep	Police	3	Dept	12/20/17	E
Correctional Officer Trainee	Sheriff's Office	137	Cont	12/21/17	E
Parks Police Trainee	Parks	101	Open	12/21/17	E
Program Coordinator - Special Collections	Public Library	84	Open	12/22/17	A

**ELIGIBILITY REGISTER REPORT**

<u>CLASSIFICATION</u>	<u>DEPT</u>	<u>ON LIST</u>	<u>TYPE</u>	<u>DATE</u>	<u>ESTABLISH/ ABOLISH</u>
Urban Forester	Codes Adm	12	Open	12/22/17	E
IS Applications Analyst 2 - Security	Police	16	Dept	12/22/17	E
Custodian	Public Library	43	Open	12/29/17	A
Police Sergeant	Police	56	Dept	01/09/18	E

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

**DEPARTMENTAL ITEMS**

**EMERGENCY COMMUNICATIONS**

**(1: Director Michele Donegan requests revisions to the Departmental Rules**

Emergency Telecommunications Manager Bruce Sanschargin and Human Resources Analyst Aaron Shelton were present before the Commission to discuss the rule revisions.

***MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the request for Departmental Rule revisions. Seconded by Commissioner Sanders, and the Commission approved without objection.***

**SHERIFF'S OFFICE**

**(2: Leave from Civil Service Status for Markita Clayton**

Human Resources Manager Byron Grizzle and Human Resources Analyst Seth Waltenbaugh were present before the Commission to discuss the request.

***MOTION: After some discussion, Commissioner Sanders moved to approve the request for Leave from Civil Service. Seconded by Vice-Chairman Corbitt, 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: Review of Agreed Order and Settlement – Lawanna Coleman, Police - Suspension**

Lawanna Coleman and Jennifer Crim, representing Metro Nashville Police Department, were present before the Commission to discuss the Agreed Order and Settlement.

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

- (4: **Metro Fire Department employee, Carey Stribling, is requesting to extend his IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation**

Human Resources Manager Jamie Summers was present before the Commission to discuss the request.

***MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the request to extend Mr. Stribling's IOD time until April 1, 2018. Seconded by Commissioner Sanders, and the Commission approved without objection.***

- (5: **Appeal of Medical Disqualification: CB, Applicant for Fire Recruit**

Applicant CB, Human Resources Manager Jamie Summers, 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. Commissioner Sanders recommended the applicant be tested quarterly to satisfy the guidelines and then to reapply.

***MOTION: After some discussion, Vice-Chairman Corbitt moved to deny the request for a waiver. Seconded by Commissioner Sanders, and the Commission approved with objection as follows: Corbitt – Aye; Link – Nay; Sanders – Aye.***

- (6: **Appeal of Medical Disqualification: RB, Applicant for Fire Recruit**

***ACTION: This item was withdrawn at the request of the Civil Service Medical Examiner because the applicant has met the applicable standards for admittance into the Training Academy without the need for a waiver.***

- (7: **Appeal of Medical Disqualification: KD, Applicant for Fire Recruit**

Applicant KD 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.

***ACTION: This item was deferred.***

- (8: **Appeal of Medical Disqualification: DM, Applicant for Fire Recruit**

Applicant DM 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 request for a waiver. Seconded by Vice-Chairman Corbitt, and the Commission approved without objection.***

- (9: **Appeal of Medical Disqualification: SN, Applicant for Fire Recruit**

Applicant SN 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.

***ACTION: This item was deferred.***

**(10: Appeal of Medical Disqualification: EP, Applicant for Fire Recruit**

Applicant EP 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.

***ACTION: This item was deferred.***

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

Applicant BAE 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. Seconded by Commissioner Sanders, and the Commission approved without objection.***

**(12: Appeal of Medical Disqualification: BDE, Applicant for Police Officer Trainee**

***ACTION: Applicant BDE failed to complete another standard of the application process which is not appealable and this item was withdrawn.***

**(13: Appeal of Medical Disqualification: JP, Applicant for Police Officer Trainee**

Applicant JP 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 defer the appeal to the April Civil Service Commission Meeting. Seconded by Commissioner Sanders, and the Commission approved without objection.***

**(14: Appeal of Medical Disqualification: AS, Applicant for Police Officer Trainee**

Applicant AS 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 Sanders moved to defer the appeal to the April Civil Service Commission Meeting. Seconded by Commissioner Link, and the Commission approved without objection.***

**(15: Appeal of Medical Disqualification: AW, Applicant for Police Officer Trainee**

Applicant AW 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 Link moved to approve the request for a waiver. Seconded by Commissioner Sanders, and the Commission approved without objection.***



**(16: Appeal of Medical Disqualification: JW, Applicant for Police Officer Trainee**

Applicant JW 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 Link moved to approve the request for a waiver. Seconded by Vice-Chairman Corbitt, and the Commission approved without objection.*

**(17: Report on Benefit Board Election Results (Metro Charter 13.03), Police Department Employee Representative**

Human Resources Analyst Seth Waltenbaugh informed the Commission that Todd Henry won by a plurality of votes.

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

**(18: Election of Chairman and Vice-Chairman**

The Commissions' by-laws require that new officers be elected by the Commission; the terms of the officers are from January through December of each year.

**MOTION:** *After some discussion, Commissioner Link moved for approval to re-elect William H. Farmer to serve another term as Chairman. Seconded by Commissioner Sanders, and the Commission approved without objection.*

**MOTION:** *After a short discussion, Commissioner Sanders moved for approval to re-elect R. Steve Corbitt to serve another term as Vice-Chairman. Seconded by Commissioner Link, and the Commission approved without objection.*

**(19: 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.*

**(20: Human Resources Updates**

Human Resources is preparing to launch nationwide Executive Director recruitments for both Planning and Codes Departments.

From November 28 – December 6, various Human Resources staff assisted in coordinating the Sergeant's Assessment Center for Metro Nashville Police Department. 56 officers completed the promotional assessment process.

Over the course of 2017, Metro Human Resources:

- participated in 19 outreach events, including job fairs, education fairs, and special events for veterans.

- completed 377 recruitments and processed 28,529 applications for those positions.

- offered 665 training class sessions; 84 supervisory training classes; launched and facilitated a new version of SANS cybersecurity training to all Metro employees; and introduced three new training courses: Diversity and Inclusion, Successful Supervisors, and Ninja HR Coordinators.

Katie Davis was welcomed and introduced as the recently appointed Veteran's Services Officer.

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

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

There were none.

**With nothing further, the regular meeting adjourned at 10:52 a.m.**

**ATTEST:**

**APPROVED:**

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

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