



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

February 13, 2018

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, and Ethan Link.

MEMBERS ABSENT: D. Billye Sanders and Jo Ann North

OTHER MEMBERS PRESENT: Shannon B. Hall, Metro Human Resources Director; Mike Safley, 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 January 9, 2018**. There was one edit requested, and then he asked for a motion. Vice-Chairman Corbitt moved to accept the regular minutes as amended. Seconded by Commissioner Link, and the Commission approved without objection.

Appeals Process: Mike Safley 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>BEER BOARD</u>			
Webb, Amanda K.	Office Support Spec 1	New Hire	01/26/18

CODES ADMINISTRATION

Shepherd, Jessica C.	Program Mgr 1	New Hire	01/29/18
Wyatt, Jonathan D.	Urban Forester	New Hire	01/29/18

FIRE

*Starks, Tyshawn L.	Equip & Supply Clerk 3	Vol Reduction in Salary Grade	01/04/18
^Bailey, Derek T.	Fire Fighter 1	Class Change	12/16/17
^Chapman, Charles A.	Fire Fighter 1	Class Change	12/16/17
^Cordell, Kyle L.	Fire Fighter 1	Class Change	12/16/17
^Crocker, Robert B.	Fire Fighter 1	Class Change	12/16/17
^Henderson, James P.	Fire Fighter 1	Class Change	12/16/17
^Johnson, Rachel A.	Fire Fighter 1	Class Change	12/16/17
^Lipscomb, Joshua L.	Fire Fighter 1	Class Change	12/16/17
^Owens, Reed A.	Fire Fighter 1	Class Change	12/16/17
^Ramsey, Jamal L.	Fire Fighter 1	Class Change	12/16/17
^Rogers, Michael D.	Fire Fighter 1	Class Change	12/16/17
^Shepherd, Michael A.	Fire Fighter 1	Class Change	12/16/17
^Toney, Randall L.	Fire Fighter 1	Class Change	12/16/17
^Webb, Tiffany M.	Fire Fighter 1	Class Change	12/16/17
^Wickware, Timika E.	Fire Fighter 1	Class Change	12/16/17
^Williams IV, Charles R.	Fire Fighter 1	Class Change	12/16/17
Salinas, Erika M.	Office Support Rep 3	New Hire	01/01/18

*Reduction from Fire Recruit (PF2) to Equipment & Supply Clerk 3 (ST7)

^Class Change from Fire Recruit to Fire Fighter 1

HISTORICAL COMMISSION

Person, Paula R.	Admin Asst	Re-hire	01/18/18
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HUMAN RESOURCES

Humphrey, Jeffery J.	Human Resources Analyst 2	Promotion	01/01/18
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INFORMATION TECHNOLOGY SERVICES

*Collins, Evelyn N.	Info Systems App Analyst 2	Department Transfer/Promotion	01/15/18
^Kennie, Heather	Info Systems Advisor 2	Vol Reduction in Salary Grade	01/02/18

*Department Transfer from Library (Application Tech 3, SR9) to ITS (Info Systems App Analyst 2, OR4)

^Voluntary Reduction in Grade from IS Division Mgr (OR10) to IS Advisor 2 (OR9)

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>JUVENILE COURT</u>			
*Howe, Jeffrey S.	Probation Officer 1	Department Transfer/Promotion	01/02/18
*Department Transfer from Police (Police Operations Asst 3, ST6) to Juvenile Court (Probation Officer 1, ST8)			

PARKS

Vanatta, Timothy L.	Bldg Maint Mechanic	Promotion	01/12/18
Doyen, Aric S.	Maint & Repair Worker	New Hire	01/08/18
*Vaughn, David D.	Maint & Repair Worker	Transition - Civil Service	01/02/18
*Bledsoe, Bobby L.	Recreation Leader	Transition - Civil Service	12/29/17
*Branham, Lauren D.	Recreation Leader	Transition - Civil Service	01/12/18

*Transition to CS from Part Time status

POLICE

Pope, Hanna Lynn	Admin Svcs Officer 2	Promotion	01/01/18
*Ferrari, Amy L.	Admin Svcs Officer 3	Class Change/Lateral	01/01/18
*Lawrence, Shenika N.	Admin Svcs Officer 3	Class Change/Lateral	01/01/18
*Yazdani, Noelle B.	Admin Svcs Officer 3	Class Change/Lateral	01/17/18
Oswald, Melissa Ann	Crime Lab Forensic Technician	New Hire	01/16/18
**Iezzi, Angelo	Crime Scene Technician 1	Class Change	12/22/17
^Arrington, Jeremy Darrel	Police Officer 1	Class Change	12/20/17
^Atkinson, Randall Dwayne	Police Officer 1	Class Change	12/20/17
^Baggech, Michael Andrew	Police Officer 1	Class Change	12/20/17
^Bingham, Joseph Casey	Police Officer 1	Class Change	12/20/17
^Binkley, Graham Travis	Police Officer 1	Class Change	12/20/17
^Brewer, Riley Landon	Police Officer 1	Class Change	12/20/17
^Brooks, Chad M.	Police Officer 1	Class Change	12/20/17
^Bryan, Jesse A.	Police Officer 1	Class Change	12/20/17
^Butner, Christopher Allen	Police Officer 1	Class Change	12/20/17
^Coll, Ryan Patrick	Police Officer 1	Class Change	12/20/17
^Comilla, Angeline M.	Police Officer 1	Class Change	12/20/17
^Dumond, Kelby Ann	Police Officer 1	Class Change	12/20/17
^Eicholtz, Kyle James	Police Officer 1	Class Change	12/20/17
^Fisher, Steven Taylor	Police Officer 1	Class Change	12/20/17
^Fitch II, Michael Reginald	Police Officer 1	Class Change	12/20/17
^Frazier Jr, John Fitzgerald	Police Officer 1	Class Change	12/20/17
^Gawlowski, Joseph Armand	Police Officer 1	Class Change	12/20/17
^Hall, Tyler Ray	Police Officer 1	Class Change	12/20/17
^Hemminger, Kelsey Marie	Police Officer 1	Class Change	12/20/17
^Hirschmann, Amy L.	Police Officer 1	Class Change	12/20/17
^Hurley, Taylor Savannah	Police Officer 1	Class Change	12/20/17
^Jankiewicz, Matthew Paul	Police Officer 1	Class Change	12/20/17
^Johnson, Wade Thomas	Police Officer 1	Class Change	12/20/17
^Kearney, Timothy James	Police Officer 1	Class Change	12/20/17
^Kozen, Marc Glenn	Police Officer 1	Class Change	12/20/17
^Lang, David Maximillian	Police Officer 1	Class Change	12/20/17
^Maghamez, Antoine	Police Officer 1	Class Change	12/20/17
^Malone, Abigail M.	Police Officer 1	Class Change	12/20/17
^McGarvey, Joshua Robert	Police Officer 1	Class Change	12/20/17

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>POLICE</u>			
^McKay, Blake Ryan	Police Officer 1	Class Change	12/20/17
^Mingsing, Tony Rithisack	Police Officer 1	Class Change	12/20/17
^Monaghan, William C.	Police Officer 1	Class Change	12/20/17
^Mullin, Laura Katherine	Police Officer 1	Class Change	12/20/17
^Pernell, Nicholas Todd	Police Officer 1	Class Change	12/20/17
^Petriello, John Francis	Police Officer 1	Class Change	12/20/17
^Popal, Bashir	Police Officer 1	Class Change	12/20/17
^Puckett, Randy Lynn	Police Officer 1	Class Change	12/20/17
^Rocha, Cesar	Police Officer 1	Class Change	12/20/17
^Schaefer, Eric Paul	Police Officer 1	Class Change	12/20/17
^Schohn, Robert Andrew	Police Officer 1	Class Change	12/20/17
^Sherry, Ryan Thomas	Police Officer 1	Class Change	12/20/17
^Spradling, Alexander Ryan	Police Officer 1	Class Change	12/20/17
^Stella, Kaleb Benjamin	Police Officer 1	Class Change	12/20/17
^Vermillion, Dakota Lee	Police Officer 1	Class Change	12/20/17
^Wallace, Trevor Glen	Police Officer 1	Class Change	12/20/17
^Wegener, Eric C.	Police Officer 1	Class Change	12/20/17
^Whitworth, Joshua Sterling	Police Officer 1	Class Change	12/20/17
^Willis, Mitchell Allen	Police Officer 1	Class Change	12/20/17
^Yentes, Daryn Michael	Police Officer 1	Class Change	12/20/17
Fonseca, Annelise Victoria	Police Operations Asst 1	New Hire	01/16/18
Jinnett, Kristin Leigh	Police Operations Asst 1	New Hire	01/01/18
Robertson, Evan Dean	Police Operations Asst 1	New Hire	01/16/18

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

**Class Change from Police Officer 2 to Crime Scene Tech 1

^Class Change from Police Officer Trainee to Police Officer 1

PUBLIC LIBRARY

Chavarria, Brittany Huntley	Circulation Asst 1	New Hire	01/01/18
Thompson, Amy Beth	Circulation Asst 1	New Hire	01/15/18
Wallace, Jerry W.	Librarian 1	Promotion	01/01/18
Doom, Rebecca J.	Librarian 2	Promotion	01/15/18
Welch, Cassandra N.	Librarian 2	Promotion	01/01/18
*Movius, Elizabeth V.	Library Assoc 1	Transition - Civil Service	01/15/18
Rua-Bashir, Patricia	Library Mgr 1	Promotion	01/15/18
Washington, Syreeta L.	Library Mgr 1	Promotion	01/29/18

*Transition to CS from Part Time status

PUBLIC WORKS

Lee, Tony T.	Customer Service Field Rep	Promotion	01/15/18
Jones, Katrina L.	Engineer 3	Re-hire	01/02/18
Melton, Timothy G.	Equipment Operator	Promotion	01/15/18
Holt Jr, Edwin T.	Equipment Operator Senior	Promotion	01/15/18
Warner, Justin R.	Equipment Operator Senior	Promotion	01/15/18
Cole, Chuncy D.	Maint & Repair Worker	New Hire	01/02/18
Sheffield, Christopher D.	Maint & Repair Worker	New Hire	01/02/18
Tuck, Michael C.	Maint & Repair Worker	New Hire	01/02/18

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PUBLIC WORKS</u>			
*Patterson, Mark D.	Parking Patrol Officer 1	Department Transfer/Promotion	01/03/18
Campbell, William S.	Sanitation Worker	New Hire	01/16/18
Lewis, Travis D.	Sanitation Worker	New Hire	01/17/18

*Department Transfer from Police (Police Security Guard 1, ST6) to Public Works (Parking Patrol Officer, ST7)

SOCIAL SERVICES

Lauderdale-Dickerson, Tawanda	Social Worker	New Hire	01/08/18
Webb, Wandria S.	Social Worker Senior	Promotion	01/08/18

WATER SERVICES

Rotramel, Naomi A.	Admin Svcs Officer 4	New Hire	01/02/18
Crawford, Lorian M.	Finance Officer 3	New Hire	01/27/18
Rasheed, Sabriya T.	Finance Officer 3	New Hire	01/27/18
Haywood, Brian K.	Indust Mechanic 1	New Hire	01/02/18
Marlowe, Stephen K.	Indust Mechanic 1	New Hire	01/02/18
Woods, Dionne L.	Water Maint Tech 2	New Hire	01/27/18
Ledsinger, John B.	Water Maintenance Technician	New Hire	01/02/18
Rolle, Anthony L.	Water Maintenance Technician	New Hire	01/02/18
Huka, Karu W.	Water Quality Analyst 1	New Hire	01/02/18
Williams Jr, Paul R.	Water Quality Analyst 1	New Hire	01/02/18

MOTION: After some discussion, Vice-Chairman Corbitt 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>
Smith, George Mark	Property Stan Insp 1	Pension	Codes Administration	01/26/18
Baltz, Kimberly A.	Emer Telecomm Off 1	Resignation	DEC	01/06/18
Bentley, Lori J.	Emer Telecomm Off 4	Pension	DEC	12/18/17
Almon, Steven T.	Info Sys Oper Analyst 1	Resignation	DEC	12/29/17
Morton, John T.	Fire Captain	Pension	Fire	01/15/18
Kieffer, James D.	Fire Engineer	Pension	Fire	01/13/18
Walker Jr, George A.	Fire Fighter 1	Resignation	Fire	01/12/18
Ingram, Charles R.	Admin Svcs Officer 4	Pension	General Services	01/02/18
Binkley, Charles E.	Bldg Maint Lead Mechanic	Resignation	General Services	01/04/18
Carlisle, Brad	Master Tech	Pension	General Services	01/05/18
Davis, Briana J.	Admin Asst	Dismissal	Historical Commission	01/05/18
Lewis, Robyn Y.	Info Systems App Analyst 2	Resignation	ITS	12/29/17
Spivey, Robert W.	Info Sys Oper Analyst 1	Resignation	ITS	12/18/17
Frey, Cheryl E.	Admin Asst	Pension	Juvenile Court	12/29/17
McMillan, Patricia D.	Office Support Rep 3	Pension	Juvenile Court	12/29/17
Boner, Thomas L.	Maint & Repair Leader	Pension	Parks	12/21/17
Gruenert, Marshall V.	Maint & Repair Worker	Resignation	Parks	01/11/18
Frierson, Jessica T.	Crime Lab Forensic Scientist 2	Resignation	Police	01/05/18
Black, Donald E.	Police Officer 2	Pension	Police	01/12/18

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Collins, David C.	Police Officer 2	Resignation	Police	01/10/18
Hayes, Eric J.	Police Officer 2	Pension	Police	01/01/18
Maeser, Joseph T.	Police Officer 2	Resignation	Police	01/05/18
Hoffman, Julie A.	Police Operations Coord 1	Pension	Police	01/02/18
Burford, Madelyn D.	Police Operations Supv	Pension	Police	01/02/18
Forrest Jr, Robert D.	Police Sergeant	Pension	Police	01/31/18
Burkhead, Amanda N.	Librarian 1	Dismissal	Public Library	01/11/18
Lewis, Ashley S.	Library Assoc 1	Resignation	Public Library	12/30/17
Williams, Amber M.	Program Coord	Resignation	Public Library	12/29/17
Brindley, Sara F.	Program Spec 1	Resignation	Public Library	01/26/18
Foote, Yvonne W.	Admin Spec	Pension	Public Works	12/29/17
Hall, Heather L.	Admin Svcs Officer 3	Resignation	Public Works	12/29/17
Arnold, Devin P.	Engineer In Training	Resignation	Public Works	01/12/18
Ragland Jr, Marty L.	Equipment Operator Senior	Dismissal	Public Works	01/24/18
Johnson, James K.	Maint & Repair Worker	Resignation	Public Works	12/20/17
Hansen, Christopher P.	Safety Inspector 1	Resignation	Public Works	12/29/17
Brockman, Kelly M.	Special Asst To The Dir	Resignation	Public Works	01/03/18
Cawood, Richard D.	Technical Specialist 1	Pension	Public Works	01/12/18
Gilmore, Joseph M.	Correctional Officer 1	Deceased	Sheriff	01/02/18
Jeffries, Gvonie E.	Correctional Officer 1	Resignation	Sheriff	01/12/18
Martinez, Melisa F.	Correctional Officer 1	Resignation	Sheriff	01/10/18
Meyer, Alex J.	Correctional Officer 1	Resignation	Sheriff	01/11/18
Phillips, Vincent L.	Correctional Officer 1	Pension	Sheriff	01/12/18
Schreiber, William T.	Correctional Officer 1	Resignation	Sheriff	12/29/17
Hudson, Elizabeth R.	Correctional Officer 2	Resignation	Sheriff	01/11/18
Pillow Jr, Thomas A.	Correctional Officer Lieut	Pension	Sheriff	01/20/18
Jordan, Theresa L.	Program Coord	Deceased	Social Services	01/01/18
Kee, Paula A.	Engineer in Training	Resignation	Water Services	01/19/18
Smithson, Ernest F.	Engineer Technician	Pension	Water Services	01/05/18
Braden, Vanessa N.	Office Support Spec 2	Pension	Water Services	12/29/17
Brown, Deric L.	Water Maint Tech Senior	Resignation	Water Services	01/19/18

MOTION: After some discussion, Vice-Chairman Corbitt 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>
Social Worker Senior	Social Services	14	Open	01/04/18	E
Human Resources Analyst 1	Human Resources	228	Open	01/04/18	E
Building Maintenance Mechanic - HVAC	Parks	1	Dept	01/04/18	E
Police Operations Assistant 1	Police	108	Cont	01/04/18	E
Engineer 3 - Capital Projects Mgr	Public Works	15	Open	01/04/18	E
Parking Patrol Officer 1	Public Works	173	Open	01/04/18	E
Social Worker	Social Services	64	Open	01/05/18	E
Crime Lab Forensic Tech - Biology Unit	Police	137	Open	01/05/18	E
Equipment Operator Senior - Road & Waste	Public Works	74	Cont	01/05/18	E
Water Maintenance Leader 2 - SS	Water Services	6	Dept	01/08/18	A
Service Representative 2 - Dispatch	Water Services	83	Open	01/08/18	A
Safety Inspector 1	Public Works	135	Open	01/08/18	A

ELIGIBILITY REGISTER REPORT

<u>CLASSIFICATION</u>	<u>DEPT</u>	<u>ON LIST</u>	<u>TYPE</u>	<u>DATE</u>	<u>ESTABLISH/ ABOLISH</u>
Program Coordinator - Recreation	Parks	110	Open	01/08/18	A
Application Tech 3 - Library Acct Coord	Public Library	21	Open	01/10/18	A
Police Operations Coordinator 1 - Case Prep	Police	111	Open	01/11/18	A
IS Advisor 1 - Linux Administrator	ITS	14	Open	01/17/18	E
Police Officer Trainee	Police	16	Cont	01/17/18	E
Park Police Trainee	Parks	101	Cont	01/18/18	E
Administrative Assistant	Public Works	344	Open	01/18/18	E
Program Manager 1	Codes	96	Open	01/19/18	E
Police Operations Supervisor	Police	3	Dept	01/19/18	E
Finance Officer 1 - WS	Water Services	6	Dept	01/19/18	E
Customer Service Asst Manager - WS	Water Services	15	Open	01/22/18	E
Office Support Specialist 1	Beer Board	60	Open	01/22/18	E
Office Support Representative 3	Codes	130	Cont	01/26/18	E
Technical Specialist 1 - Operations	Public Works	3	Dept	01/29/18	E
Maintenance & Repair Supervisor - Grounds	Parks	7	Dept	01/30/18	E
Maintenance & Repair Worker	Public Works	135	Cont	01/30/18	E
Sanitation Worker	Public Works	205	Cont	01/31/18	E
Emergency Medical Technician 1	Fire	49	Cont	01/31/18	E
Paramedic 1	Fire	52	Cont	01/31/18	E

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

DEPARTMENTAL ITEMSARTS COMMISSION

- (1: **Executive Director Jennifer Cole requests revisions to the job description for Arts Commission Executive Director**

Executive Director Jennifer Cole, Administrative Services Manager Ian Myers, and Human Resources Analyst Aaron Shelton were present before the Commission to discuss the job description revisions.

MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the request for job description revisions. Seconded by Commissioner Link, and the Commission approved without objection.

CODES DEPARTMENT

- (2: **Director Terry Cobb requests revisions to the job description for Property Standards Inspections Chief**

Director Terry Cobb and Human Resources Analyst Monica Anderson were present before the Commission to discuss the job description revisions.

MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the request for job description revisions. Seconded by Commissioner Link, and the Commission approved without objection.

SHERIFF'S OFFICE

(3: Leave from Civil Service Status for Brianna Duboise

Human Resources Manager Byron Grizzle and Human Resources Analyst Seth Waltenbaugh 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.

(4: Leave from Civil Service Status for Annalisa Smith

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 Link 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:

(5: Review of Initial Order – Barbara Pittman, Parks - Demotion

Barbara Pittman, her representation Lorraine Wade, and Jason Bobo, representing Metro Nashville Parks Department, were present before the Commission to discuss the Initial Order.

MOTION: After some discussion, Commissioner Link moved to approve the Initial Order. Seconded by Vice-Chairman Corbitt, and the Commission approved without objection.

(6: Review of Initial Order – Anthony Venable, Police - Dismissal

Anthony Venable, his representation David Raybin, and Cyndi Gross, representing Metro Nashville Police Department, were present before the Commission to discuss the Initial Order.

MOTION: After some discussion, Vice-Chairman Corbitt moved to reverse the Initial Order and uphold the dismissal as set forth by the department. Seconded by Commissioner Link, and the Commission approved without objection.

(7: Appeal of Acting Human Resources Director's Review of Reduction of Work Test Employee, Officer Johnny Crumby (Civil Service Rule 3.2 Probationary and Work Test Periods, D. Work Test, 2. Reduction of Work Test Employees)

Officer Johnny Crumby, his representation David Raybin, and Cyndi Gross, representing Metro Nashville Police Department and Human Resources, were present before the Commission to discuss the appeal.

MOTION: *After some discussion, Vice-Chairman Corbitt moved to uphold the Acting Human Resources Director's Review. Seconded by Commissioner Link, and the Commission approved without objection.*

(8: Appeal of Human Resources Final Decision that Complaint is Non-Grievable, Officer Johnny Crumby (Civil Service Rule 4.8 In Line of Duty Injury Leave E. Compensation Received)

Officer Johnny Crumby, his representation David Raybin, and Cyndi Gross, representing Metro Nashville Police Department and Human Resources, were present before the Commission to discuss the appeal.

MOTION: *After some discussion, Vice-Chairman Corbitt moved to uphold the Human Resources Director's decision that the complaint is non-grievable. Seconded by Commissioner Link, and the Commission approved without objection.*

(9: Metro Fire Department employee, Jimmy Anderson, 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 Seth Waltenbaugh were present before the Commission to discuss the request.

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

(10: Metro Police Department employee, Jesse Cox, is requesting to extend his IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation)

Jesse Cox, Human Resources Manager Sue Bibb, and Human Resources Analyst Seth Waltenbaugh were present before the Commission to discuss the request.

MOTION: *After some discussion, Vice-Chairman Corbitt moved to approve the request to extend Mr. Cox's IOD time until August 13, 2018. Seconded by Commissioner Link, and the Commission approved without objection.*

(11: Appeal of Medical Disqualification: SD, Applicant for Police Officer Trainee)

Human Resources Analyst Seth Waltenbaugh 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 request for a waiver. Seconded by Commissioner Link, and the Commission approved without objection.*

(12: Appeal of Medical Disqualification: DG, Applicant for Police Officer Trainee)

Human Resources Analyst Seth Waltenbaugh 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 request for a waiver. Seconded by Commissioner Link, and the Commission approved without objection.*

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

Applicant TG, Human Resources Analyst Seth Waltenbaugh, 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 request for a waiver. Seconded by Commissioner Link, and the Commission approved without objection.*

(14: 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.*

(15: Human Resources Updates

The Resolution and Contract for Administrative Law Judge services was presented and approved at the Tuesday, February 6 Council Meeting.

During last month's inclement weather, HR remained in close contact with Administration, departments, and agencies regarding policies and procedures to help determine the best course of action.

Based on concerns voiced by the Commission in November, Human Resources agreed to review the Fire Fighter and related class series. HR then facilitated a Fire Department classification survey regarding job description experience requirements for comparable cities. After which HR met with the Fire Union and Management on the results of the survey. It was determined that education and experience requirements are in line with comparable cities and no changes were required at this time.

Ila McDermott was welcomed and introduced as the recently appointed Training Analyst.

The City proposed a hiring and promotion freeze. As a result, HR and Finance are working closely in a collaborative approach to minimize the impact on staff. Commission members have been given the memo from HR and Finance which has been shared with Department Heads, Elected Officials, and HR Coordinators outlining the hiring freeze and exception process.

ACTION: *This was for a report only.*

(16: Communiqués from the public on pending hearings

There were none.

Chairman Farmer acknowledged the Union Representatives present: Mark Young - IAFF, Mark Nacarrato – SEIU, and Brian Theriac – FOP. With nothing further, the regular meeting adjourned at 10:49 a.m.

ATTEST:

APPROVED:

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

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