



# METROPOLITAN CIVIL SERVICE COMMISSION

## MINUTES

March 13, 2018

8:30 a.m.

Howard Office Building  
Sonny West Room

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

**MEMBERS PRESENT:** William H. Farmer, 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 acknowledged the Union Representatives present: James Smallwood, FOP; Mark Young, IAFF; Mark Naccarato, SEIU. He then asked if there were any corrections or additions to the minutes of the last **Regular Meeting of February 13, 2018**. Hearing none, he asked for a motion. Commissioner Link moved to accept the regular minutes. Seconded by Vice-Chairman Corbitt, 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**  
**TERMINATIONS / PENSIONS**  
**ELIGIBILITY REGISTER REPORT**  
**DEPARTMENTAL ITEM**  
**HUMAN RESOURCES ITEMS**

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**APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>TYPE</u></b>	<b><u>DATE</u></b>
<b><u>CODES ADMINISTRATION</u></b>			
Osborn, Robert S.	Property Stan Insp 1	Promotion	02/26/18
<b><u>EMERGENCY COMMUNICATIONS</u></b>			
Corbin, Stephanie Nicole	Emer Telecomm Off 1	New Hire	02/26/18
Lam, Rebecca Lynn	Emer Telecomm Off 1	New Hire	02/26/18
Smith, Promise Shakeira	Emer Telecomm Off 1	New Hire	02/26/18
Stewart, Sarah A.	Emer Telecomm Off 1	New Hire	02/26/18
Ward, Chakari Savannah	Emer Telecomm Off 1	New Hire	02/26/18
<b><u>FINANCE</u></b>			
Taylor, Matthew M.	Procurement Officer 2	New Hire	02/12/18
<b><u>FIRE</u></b>			
Elam, Thomas C.	Emerg Medical Tech 1	New Hire	02/16/18
James, Chad M.	Emerg Medical Tech 1	New Hire	02/16/18
Nelson, Lillian G.	Emerg Medical Tech 1	New Hire	02/16/18
Sesler, Brian A.	Emerg Medical Tech 1	New Hire	02/16/18
Braud, Ruth A.	Paramedic 1	New Hire	02/16/18
Collier, Nathaniel A.	Paramedic 1	New Hire	02/16/18
Lunn, Jessica A.	Paramedic 1	New Hire	02/16/18
Miller, Eric L.	Paramedic 1	New Hire	02/16/18
Page, William D.	Paramedic 1	New Hire	02/16/18
Snow, Samantha M.	Paramedic 1	New Hire	02/16/18
Toland, Sean P.	Paramedic 1	New Hire	02/16/18
<b><u>GENERAL SERVICES</u></b>			
Eakes Jr, Kenneth L.	Automotive Mechanic Leader	Promotion	02/12/18
May, Jesse Allen	Equip Mechanic Leader	Promotion	02/12/18
<b><u>HUMAN RESOURCES</u></b>			
McDermott, Ila A.	Human Resources Analyst 1	Re-hire	02/05/18
<b><u>INFORMATION TECHNOLOGY SERVICES</u></b>			
Ingram, Angela K.	Info Sys Oper Analyst 2	Promotion	02/10/18
Rhodes, Jason G.	Info Sys Oper Analyst 2	New Hire	02/10/18
Lee, Andrew J.	Info Systems Advisor 1	New Hire	02/01/18
<b><u>JUVENILE COURT</u></b>			
Sellars, Ashlee Marie	Office Support Rep 3	New Hire	02/01/18

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PARKS</u>			
Owen, Rita J.	Application Tech 1	New Hire	02/16/18
Buttrey, Casey	Maint & Repair Supv	Promotion	02/09/18
Sheffield Jr, Darrell L.	Maint & Repair Leader	Promotion	02/09/18
Moore Jr, Jerry A.	Park Police Sergeant	Promotion	02/09/18

POLICE

Houk, Savannah E.	Crime Lab Forensic Tech	Re-hire	02/16/18
Medley, Sheryl Darlene	Police Operations Asst 1	New Hire	02/01/18
Taylor, Morgan D.	Police Operations Supv	Promotion	02/01/18

PUBLIC LIBRARY

Padilla, Daniel G.	Admin Svcs Mgr	New Hire	02/26/18
Eggerson, Jocelyn Y.	Library Assoc 1	New Hire	01/29/18
Perry, Anna G.	Library Assoc 1	Re-hire	02/12/18
Suggs, Rasheed Sharif	Mail Clerk Carrier	New Hire	02/26/18
*Roberts, Joanna R.	Office Support Spec 2	Voluntary Reduction in Grade	01/29/18

\*Voluntary Reduction in Grade from Librarian 1 (ST9) to Office Support Spec 2 (ST8)

PUBLIC WORKS

Peoples, Mary K.	Admin Asst	New Hire	01/29/18
Ethridge Jr, Jeffrey D.	Equipment Operator	Promotion	01/29/18
Jones, Cody T.	Equipment Operator	Promotion	01/29/18
Bushulen, Gregory W.	Equipment Operator Senior	New Hire	01/30/18
Camacho, Mark A.	Equipment Operator Senior	Re-Employment	02/13/18
*Sekoral Jr, Steven P.	Equipment Operator Senior	Department transfer/	01/29/18
Woody, Brian L.	Equipment Operator Senior	Promotion	01/29/18
^Graham, Jaunita L.	Human Resources Analyst 1	Department transfer/Class Change	01/29/18
Baker, Carl D.	Maint & Repair Supv	Promotion	02/26/18
Burns, Jon D.	Maint & Repair Supv	Promotion	02/26/18
Gaddes, Lopez	Maint & Repair Supv	Promotion	02/26/18
Gammon, Christopher A.	Maint & Repair Supv	Promotion	02/26/18
Hale, Randy L.	Maint & Repair Supv	Promotion	02/26/18
Hodge, Daryl W.	Maint & Repair Supv	Promotion	02/26/18
Hubble, Danny L.	Maint & Repair Supv	Promotion	02/26/18
Lancaster, Larry M.	Maint & Repair Supv	Promotion	02/26/18
Maclin, Byron O.	Maint & Repair Supv	Promotion	02/26/18
Madden, John L.	Maint & Repair Supv	Promotion	02/26/18
McKay, Danny E.	Maint & Repair Supv	Promotion	02/26/18
Morgan, Kevin D.	Maint & Repair Supv	Promotion	02/26/18
Ribaudo-Waidler, Michael L.	Maint & Repair Supv	Promotion	02/26/18
Trotter, Steven A.	Maint & Repair Supv	Promotion	02/26/18
Wair, Gary D.	Maint & Repair Supv	Promotion	02/26/18
Armstrong, Cayce D.	Maint & Repair Worker	New Hire	02/12/18
Hogan Jr, Joshua C.	Maint & Repair Worker	New Hire	02/12/18
King, Jeffrey S.	Technical Specialist 1	Promotion	01/29/18
Knight, Keith J.	Technical Specialist 1	Promotion	01/29/18

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PUBLIC WORKS</u>			
Runyon, Christopher T.	Technical Specialist 1	Promotion	01/29/18
Tate, Antonio D.	Technical Specialist 1	Promotion	01/29/18
Upchurch, Jerry L.	Technical Specialist 1	Promotion	01/29/18
Robinson, William H.	Technical Specialist 2	Promotion	01/29/18

\*Department Transfer from General Services (Automotive Mechanic, TG10) to Public Works (Equipment Operator Sr, TG9)

^Department Transfer from Water (Office Support Spec 2, ST8) to Public Works (HR Analyst 1, OR1)

SHERIFF

Andrews, Jeffrey D.	Correctional Officer 2	Promotion	02/04/18
Azor, Countiss R.	Correctional Officer 2	Promotion	02/04/18
Lemaster, James C.	Correctional Officer 2	Promotion	02/04/18
Ramsey Jr., Jerry L.	Correctional Officer 2	Promotion	02/04/18
Smith, Steven B.	Correctional Officer 2	Promotion	02/04/18
Traylor II, Kenneth R.	Correctional Officer 2	Promotion	02/04/18
Knight, Lorenzo D.	Correctional Officer Sergeant	Promotion	02/04/18

SOCIAL SERVICES

Johnson, Cerya C.	Social Worker	New Hire	02/26/18
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WATER SERVICES

Dellinger, Michelle R.	Cust Svc Asst Mgr	Promotion	01/27/18
Fuqua, Lisa K.	Cust Svc Asst Mgr	Promotion	01/27/18
McGinnis, Dustin S.	Finance Officer 1	Promotion	01/27/18
Shirley, Michael L.	Finance Officer 1	Promotion	01/27/18
Madden, Jason C.	Masonry Worker	New Hire	01/27/18
Miller III, Allen C.	Water Maintenance Tech	New Hire	02/24/18

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

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Gunn, Patrick L.	Mech/Gas Inspector 1	Resignation	Codes Administration	02/23/18
Dougherty, Meghan E.	Emer Telecommunications Off 1	Resignation	DEC	02/20/18
Sturgis, Ian H.	Emer Telecommunications Off 2	Resignation	DEC	02/19/18
Southall Jr, Daniel E.	Emer Telecommunications Off 3	Resignation	DEC	01/26/18
Belcher, Kimberly L.	Emer Telecommunications Off 4	Resignation	DEC	01/27/18
Mullican Jr, Joe T.	Emer Telecommunications Off 4	Pension	DEC	01/29/18
West, Ginger A.	Emer Telecommunications Off 4	Deceased	DEC	02/03/18
Carter, Jeffrey M.	Fire Engineer	Pension	Fire	01/29/18
Bracho, Jorge L.	Paramedic 2	Resignation	Fire	02/13/18
Vick, Herman E.	Equip & Supply Clerk 3	Resignation	General Services	02/23/18
Ewing, Alexandra B.	General Services Assistant Dir	Resignation	General Services	02/23/18

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Baltz, Jeana N.	Admin Svcs Officer 3	Pension	Human Resources	02/22/18
Rockwell, Michael G.	Info Systems Div Mgr	Resignation	ITS	02/09/18
Elsberry, Johnny L.	Probation Officer 2	Resignation	Juvenile Court	01/31/18
Sims, Micheal D.	Maintenance & Repair Worker Se	Dismissal	Parks	02/21/18
Veach, Richard D.	Maintenance & Repair Worker Se	Dismissal	Parks	02/10/18
Fisher, Eric E.	Recreation Leader	Resignation	Parks	02/08/18
Chalou, Marcel A.	Police Officer 2	Resignation	Police	01/25/18
Fleming, Charles W.	Police Officer 2	Pension	Police	01/31/18
Hanlon, Bert W.	Police Officer 2	Pension	Police	01/25/18
Harper, D. Zebulon	Police Officer 2	Resignation	Police	02/12/18
Taylor, Christopher	Police Officer 2-Fld Trng Ofcr	Pension	Police	01/25/18
Jinnett, Kristin Leigh	Police Operations Asst 1	Resignation	Police	02/01/18
Blunier, Garret M.	Police Sergeant	Resignation	Police	02/12/18
Kornberg, Mitchell E.	Police Sergeant	Pension	Police	01/17/18
Palmer, Jared F.	Admin Svcs Mgr	Resignation	Public Library	02/08/18
Conklin, Christopher Todd	Pub Info Coord	Resignation	Public Library	02/02/18
Horn, Edward R.	Equipment Operator	Deceased	Public Works	02/12/18
Elkins, Jeffrey L.	Maintenance & Repair Leader	Pension	Public Works	02/01/18
Ragan, David H.	Maintenance & Repair Worker	Resignation	Public Works	02/01/18
Hardemon, Edith M.	Correctional Officer 1	Pension	Sheriff	02/23/18
Smith, Jimmy M.	Correctional Officer 1	Resignation	Sheriff	02/23/18
Wyatt, Willie J.	Correctional Officer 1	Pension	Sheriff	01/25/18
Franking, Dustin D.	Correctional Officer 2	Resignation	Sheriff	02/21/18
Wright, Thomas A.	Correctional Officer Sergeant	Pension	Sheriff	02/01/18
Degraphenreed, Addie L.	Program Supv	Pension	Social Services	01/31/18
Gullatte, Wesley D.	Admin Svcs Mgr	Pension	Water Services	02/01/18
Messemer, Walter C.	Admin Svcs Officer 4	Pension	Water Services	02/16/18
Tugwell, Tiara F.	Office Support Rep 3	Resignation	Water Services	01/31/18

**MOTION:** After some discussion, Vice-Chairman Corbitt moved to accept the Termination/Pension report for the dates and reasons stated. Seconded by Commissioner North, and the Commission approved without objection.

ELIGIBILITY REGISTER REPORT

<u>CLASSIFICATION</u>	<u>DEPT</u>	<u>ON LIST</u>	<u>TYPE</u>	<u>ESTABLISH/ DATE</u>	<u>ABOLISH</u>
Equipment Operator - Dump Truck	Water Services	14	Open	02/01/18	E
Technical Specialist 1 - Maint Inspection	Public Works	12	Dept	02/01/18	E
Technical Specialist 2 - Operations Coord	Public Works	1	Dept	02/01/18	E
Administrative Services Officer 4 - Inventory	Water Services	139	Open	02/01/18	E
Park Police Sergeant	Parks	2	Dept	02/01/18	E
Police Officer Trainee	Police	30	Open	02/01/18	E
Research Analyst 1 - Fire	Fire	17	Open	02/02/18	E
Procurement Officer 2 - Purchasing/BOA	Finance	56	Cont	02/06/18	E
IS Operations Analyst 2 - Field Services	ITS	53	Open	02/08/18	E
Crime Lab Forensic Tech - Firearms Unit	Police	130	Open	02/09/18	E
Police Operations Coordinator 1 - Police/Fleet	Police	4	Metro Wide	02/13/18	E
Automotive Mechanic Leader	General Services	1	Dept	02/13/18	E
Equipment Mechanic Leader	General Services	1	Dept	02/13/18	E
Warrant Officer 1	Juvenile Court	353	Cont	02/14/18	E
Probation Officer 3 - Juvenile Court	Juvenile Court	54	Open	02/14/18	E
Administrative Assistant - Comm/Designee	Police	7	Dept	02/15/18	E

ELIGIBILITY REGISTER REPORT

<u>CLASSIFICATION</u>	<u>DEPT</u>	<u>ON LIST</u>	<u>TYPE</u>	<u>ESTABLISH/ DATE</u>	<u>ABOLISH</u>
Equipment Mechanic	General Services	18	Cont	02/15/18	E
Electrical Inspector 1	Codes	21	Cont	02/20/18	E
Automotive Mechanic	General Services	11	Cont	02/20/18	E
Equipment Servicer - Fleet	General Services	20	Cont	02/20/18	E
Administrative Services Manager - Building	Public Library	35	Open	02/21/18	E
Building Maintenance Mechanic - Library	Public Library	15	Open	02/21/18	E
Mail Clerk Carrier - Library	Public Library	139	Open	02/21/18	E
Security Guard - Library	Public Library	126	Open	02/21/18	E
CAD/GIS Analyst 2	Water Services	13	Open	02/22/18	E
Environmental Lab Superintendent	Water Services	21	Open	02/22/18	E
Administrative Services Officer 3 - PW	Public Works	111	Open	02/23/18	A
Administrative Services Officer 2 - Planning	Planning	63	Open	02/27/18	E
Maintenance & Repair Supervisor-Operations	Public Works	15	Dept	02/27/18	E
Correctional Officer Trainee	Sheriff's Office	19	Cont	02/28/18	E

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

**DEPARTMENTAL ITEM**

**SHERIFF'S OFFICE**

**(1: Leave from Civil Service Status for Jennifer Lane**

Human Resources Manager Evin Bayliss 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 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:

**(2: Metro Sheriff's Office employee, Richard Middleton, is requesting to extend his IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation**

Human Resources Manager Evin Bayliss, Richard Middleton, 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 to extend Mr. Middleton's IOD time an additional 90 days. Seconded by Vice-Chairman Corbitt, and the Commission approved without objection.

**(3: 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 approval of the appeal.

**MOTION: After some discussion, Commissioner Link moved to approve the request for a waiver. Seconded by Commissioner North, and the Commission approved without objection.**

**(4: Requesting approval to conduct a Benefit Board Election for Fire Department employee representative from March 13 – May 15, 2018**

Human Resources Analyst Seth Waltenbaugh was present before the Commission.

**MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the election to be held March 13 – May 15, 2018. Seconded by Commissioner Sanders, and the Commission approved without objection.**

**(5: Requesting approval to conduct a Benefit Board Election for Retired employee representative from April 13 – May 18, 2018**

Human Resources Analyst Seth Waltenbaugh was present before the Commission.

**MOTION: After some discussion, Commissioner Link moved to approve the election to be held April 13 – May 18, 2018. Seconded by Commissioner North, and the Commission approved without objection.**

**(6: 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.**

**(7: Human Resources Updates**

On February 21, Human Resources staff partnered with Job News USA and coordinated the participation of seven other Metro Departments: Emergency Communications, Fire, ITS, the Library, Parks, Police, and Public Works to assist job seekers in meeting with representatives and talk about current job opportunities.

Due to Early Voting for County Elections, the April Civil Service Commission Meeting will be at the MNPS Board of Education Board Room – 2601 Bransford Ave, Nashville, TN 37204.

HR is supporting employees, departments, and Metro Government as we transition to Mayor Briley's leadership. I proudly echo Mayor Briley's observations: *the city has continued to function at such a high level* and we will continue to do so because Metro Employees are *second to none*. This week has seen quite a bit of transition, and we are looking forward to working with Mayor Briley going forward.

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

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

There were none.

**With nothing further, the regular meeting adjourned at 8:41 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**