



# METROPOLITAN CIVIL SERVICE COMMISSION

## MINUTES

April 10, 2018

8:30 a.m.

MNPS Board of Education  
Board Room

2601 Bransford Ave  
Nashville, Tennessee 37204

**MEMBERS PRESENT:** William H. Farmer, R. Steve Corbitt, D. Billye Sanders, and Jo Ann North.

**MEMBERS ABSENT:** Ethan Link

**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, and then later acknowledged Mark Young, IAFF and Mark Naccarato, SEIU. He then asked if there were any corrections or additions to the minutes of the last **Regular Meeting of March 10, 2018.** 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.

**APPOINTMENTS**  
**TERMINATIONS / PENSIONS**  
**ELIGIBILITY REGISTER REPORT**  
**DEPARTMENTAL ITEM**  
**HUMAN RESOURCES ITEMS**

**PG. 2-4**  
**PG. 4-5**  
**PG. 5**  
**PG. 5-6**  
**PG. 6-9**

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CODES ADMINISTRATION</u>			
Felts, Troy R.	Electrical Inspector 1	New Hire	03/12/18
*Stephens, Condra D.	Office Support Spec 1	Department Transfer/Class Change	02/26/18

\*Department Transfer from Water (Service Rep 2, ST7) to Office Support Spec 1, ST7)

FINANCE

Elsaghir, Ava M.	Procurement Officer 2	Department Transfer/Promotion	03/26/18
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\*Department Transfer from General Services (ASO 2, OR1) to Finance (Procurement Officer 2, OR3)

FIRE

*Jeans, Joshua B.	Fire Fighter 2	Class Change/Lateral	03/01/18
*Sisk, Jeffrey B.	Fire Fighter 2	Class Change/Lateral	03/01/18
Bracho, Jorge L.	Paramedic 2	Re-Employment	03/14/18

\*Class Change from EMT 2 (PF4) to Fire Fighter 2 (PF4)

GENERAL SERVICES

Fletcher, Joshua J. F.	Automotive Mechanic	New Hire	03/12/18
Garcia, Juan F.	Automotive Mechanic	Re-hire	03/12/18
Crenshaw, Jerrel L.	Equip Mechanic	New Hire	03/26/18
Baer, Edward J.	Equip Servicer	New Hire	03/12/18
Lazar, Ian M.	Equip Servicer	New Hire	03/12/18
Riezinger, Allen M.	Equip Servicer	New Hire	03/26/18

JUVENILE COURT

Barton, Jocelyn J.	Probation Officer 3	Promotion	02/26/18
Edwards, Billie N.	Probation Officer 3	Promotion	02/26/18

PARKS

*Spurlock, Jeffrey L.	Bldg Maint Lead Mechanic	Department Transfer/Promotion	03/12/18
Gregory-Smith, Anita R.	Facility Coord	Promotion	03/09/18
Robinson, Channoty E.	Facility Coord	Promotion	03/09/18
^Cook, Norman K.	Maintenance & Repair Worker	Transition - Civil Service	03/16/18

\*Department Transfer from Public Works to Parks

^Transition to CS from Seasonal status

PLANNING COMMISSION

Patrick, Kristy D.	Admin Svcs Officer 2	Re-hire	03/14/18
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APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>POLICE</u>			
Brown, Suzanne M.	Admin Asst	Promotion	03/01/18
Wilfred, Barbara L.	Admin Asst	Promotion	03/16/18
Gashi, Andersana	Police Operations Asst 1	New Hire	03/16/18
Bourque, Stephen Methew	Police Security Guard 1	New Hire	03/01/18
Ross, Beth Ann	Police Security Guard 1	New Hire	03/01/18
Bruce, David B.	Police Sergeant	Promotion	03/01/18
Denton, Jerry D.	Police Sergeant	Promotion	03/01/18
Donegan, Jordan B.	Police Sergeant	Promotion	03/01/18
Fink, Ryan L.	Police Sergeant	Promotion	03/01/18
Giles, Blake B.	Police Sergeant	Promotion	03/01/18
Goodwin, Robert D.	Police Sergeant	Promotion	03/01/18
Holland, Stephen N.	Police Sergeant	Promotion	03/01/18
Kulp, Nicholas W.	Police Sergeant	Promotion	03/01/18
McElwee II, Roy A.	Police Sergeant	Promotion	03/01/18
McElwee, Brittany M.	Police Sergeant	Promotion	03/01/18
Melia, John	Police Sergeant	Promotion	03/01/18

PUBLIC LIBRARY

*Head, Kayla E.	Admin Svcs Officer 1	Voluntary Reduction in Salary Grade	03/12/18
Hernandez, Edilberto	Bldg Maint Mechanic	Re-hire	03/12/18
^Harrington, Exie M.	Circulation Asst 2	Return From Pension	03/05/18
Green, Rickey W.	Custodian	New Hire	03/12/18
Shaw, Kathryn J.	Librarian 2	Promotion	03/26/18
Pryor, Randall S.	Security Guard	New Hire	03/12/18

\*Voluntary Reduction from Program Spec 2 (ST8) to ASO 1 (ST6)

^Return from Pension to same classification

PUBLIC WORKS

Harmon Jr, Lloyd D.	Maintenance & Repair Worker	New Hire	02/26/18
Hewitt, Collin A.	Maintenance & Repair Worker	New Hire	02/26/18
Penick, Mark B.	Maintenance & Repair Worker	New Hire	02/26/18
Weaver, Caberious C.	Maintenance & Repair Worker	Re-hire	02/26/18

SHERIFF

*Bell, Jerry W.	Correctional Officer 1	Class Change	02/23/18
*Blanchard, Petter O.	Correctional Officer 1	Class Change	02/23/18
*Collins, Ashley B.	Correctional Officer 1	Class Change	02/23/18
*Haas, Cory W.	Correctional Officer 1	Class Change	02/23/18
*Kinchloe, Cherell T.	Correctional Officer 1	Class Change	02/23/18
*Laporta, Anthony J.	Correctional Officer 1	Class Change	02/23/18
*Lifschultz, Bonnie M.	Correctional Officer 1	Class Change	02/23/18
*Loredo, Daniel	Correctional Officer 1	Class Change	02/23/18
*Munos, Jeremy D.	Correctional Officer 1	Class Change	02/23/18
*Stovall, Jack R.	Correctional Officer 1	Class Change	02/23/18
*Sturgeon Jr, Timothy E.	Correctional Officer 1	Class Change	02/23/18
*Thomas, Jason L.	Correctional Officer 1	Class Change	02/23/18

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>SHERIFF</u>			
*White, Harold	Correctional Officer 1	Class Change	02/23/18
*Class Change from Correctional Officer Trainee to Correctional Officer 1			

WATER SERVICES

Bretz, William J.	Admin Svcs Officer 4	Promotion	02/24/18
Green, Micheal P.	CAD/GIS Analyst 2	New Hire	03/10/18
Ojo, Emmanuel O.	Environmental Lab Supt	Promotion	02/24/18
Taylor, Ted A.	Environmental Lab Supt	Promotion	02/24/18
Coleman, Ethan K.	Equipment Operator	New Hire	03/10/18
Tisdale, Malcolm J.	Equipment Operator	Promotion	02/24/18
Frydenlund, Jene Wayne	Water Maint Supv	Promotion	02/24/18
McKibben, Darryl L.	Water Maint Supv	Promotion	02/24/18

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

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Brooks, Matthew J.	Emerg Medical Tech 2	Deceased	Fire	03/05/18
Cothran, Louise S.	Fire Captain	Pension	Fire	02/28/18
Pratt, Bobby A.	Fire Captain	Pension	Fire	03/14/18
Page, William D.	Paramedic 1	Resignation	Fire	03/14/18
Hall, Michael T.	Paramedic 2	Pension	Fire	02/28/18
Lockhart, Jennifer L.	Paramedic 2	Pension	Fire	03/08/18
Couch, Anthony B.	Information Sys Oper Tech 1	Resignation	ITS	03/21/18
Adams, Theodore John	Warrant Officer 1	Resignation	Juvenile Court	03/07/18
Smith, Kenneth D.	Warrant Officer 2	Pension	Juvenile Court	03/23/18
McGinnis Jr, Loyd M.	Plumber	Pension	Parks	02/28/18
Martin, Sharon K.	Admin Asst	Pension	Police	02/28/18
Carman, Donald I.	Crime Lab Forensic Supv	Resignation	Police	03/15/18
Brooks, Chad M.	Police Officer 1	Resignation	Police	03/14/18
Bryan, Jesse A.	Police Officer 1	Resignation	Police	03/05/18
Wallace, Trevor Glen	Police Officer 1	Resignation	Police	03/06/18
Bixenman, Gerald B.	Police Officer 2	Resignation	Police	02/16/18
Crumbly Jr, Johnny R.	Police Officer 2	Resignation	Police	02/27/18
Young, Robert A.	Police Officer 2	Resignation	Police	03/09/18
Buckman Jr, Robert D.	Police Officer 2-Fld Trng Ofcr	Resignation	Police	02/19/18
Orange, Ryan E.	Police Security Guard 1	Resignation	Police	03/02/18
Orr, Daniel W.	Police Sergeant	Pension	Police	02/28/18
Kirkpatrick, Kay Hughes	Admin Asst	Pension	Public Library	02/27/18
Nettles, Julia M.	Circulation Asst 2	Resignation	Public Library	03/03/18
Myers, Marc A.	Customer Service Field Rep	Resignation	Public Works	03/09/18
Waller, Tyler S.	Maint & Repair Worker	Resignation	Public Works	03/13/18
Campbell, William S.	Sanitation Worker	Resignation	Public Works	02/25/18
Donnell, Antonio S.	Correctional Officer 1	Dismissal	Sheriff	03/22/18
Morrison, Bradley D.R.	Correctional Officer 1	Resignation	Sheriff	03/23/18
Sands, Darius J.	Correctional Officer 1	Resignation	Sheriff	03/20/18

**TERMINATIONS/ PENSIONS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Cavan, Kathryn M.	Social Worker Senior	Resignation	Social Services	03/20/18
Scruggs, Eugene	Admin Svcs Officer 3	Pension	Water Services	03/02/18
Mitchell, Antonio M.	Customer Service Field Rep	Resignation	Water Services	03/09/18
Clark Jr, Cecil	Painter 1	Pension	Water Services	03/23/18

**MOTION:** After some discussion, Commissioner North moved to accept the Termination/Pension report for the dates and reasons stated. Seconded by Vice-Chairman Corbitt, 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>
Admin Services Officer 2 - Juvenile Ct	Juvenile Court	218	Open	03/01/18	E
Building Maint Lead Mechanic - HVAC	Parks	5	Open	03/01/18	E
HR Analyst 3 - Employee Relations	Human Resources	98	Open	03/02/18	E
Custodian - Public Library	Public Library	44	Open	03/06/18	E
Admin Services Officer 1 - Com	Public Library	38	Open	03/06/18	E
Emergency Communications Officer 1	DEC	13	Cont	03/07/18	E
Program Coordinator - Fitness	Parks	67	Open	03/12/18	A
Special Projects Manager	Parks	84	Open	03/16/18	E
Correctional Officer Trainee	Sheriff's Office	41	Cont	03/16/18	E
Planning Technician 3	Planning	1	Dept	03/16/18	E
Service Representative 2	Water Services	113	Cont	03/16/18	E
Police Operations Coord 1 - Case Prep	Police	53	Open	03/20/18	E
Procurement Officer 2 - BAO	Finance	37	Cont	03/20/18	E
Aquatics Coordinator	Parks	7	Open	03/22/18	A
Equipment Operator Specialist - Gradall	Water Services	7	Open	03/22/18	E
Fire Arson Investigator	Fire	176	Open	03/23/18	E
Recreation Leader - Fitness	Parks	18	Open	03/27/18	A
Recreation Leader - Community Center	Parks	144	Open	03/27/18	A
Plumbing Inspector 1	Codes	24	Cont	03/27/18	E
Librarian 1	Public Library	62	Cont	03/27/18	E
Probation Officer 1	Juvenile Court	273	Cont	03/30/18	E
Engineering Technician - Paving/Permits	Public Works	4	Open	03/30/18	A

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

**DEPARTMENTAL ITEM****PLANNING COMMISSION**

(1: Interim Executive Director Robert Leeman requests an Increment Advance for Jason Rust, Planning Technician 3

Special Projects Manager George Rooker, Planning Manager Lucy Kempf, and Human Resources Analyst Monica Anderson were present before the Commission to discuss the request.

**MOTION:** *After some discussion, Commissioner North moved to approve the request for an Increment Advance. 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:

**(2: Review of Agreed Order of Dismissal – Burnice Gipson, Fire - Dismissal**

Mr. Gipson's representation Dewey Branstetter and Cyndi Gross, representing Metro Nashville Fire Department, were present before the Commission to discuss the Agreed Order of Dismissal.

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

**(3: Review of Initial Order – Ricky Cox, Library - Dismissal**

Quan Poole, representing the Library Department, was present before the Commission to discuss the Initial Order. Mr. Cox self-represented, was duly notified of the meeting, but was not present for the review.

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

**(4: Review of Initial Order – James Tucker, Police - Dismissal**

Cyndi Gross, representing the Police Department, was present before the Commission to discuss the Initial Order. Mr. Tucker self-represented, was duly notified of the meeting, but was not present for the review.

**MOTION:** *After some discussion, Vice-Chairman Corbitt moved to approve the Initial Order and uphold the dismissal/suspension. Seconded by Commissioner Sanders, and the Commission approved without objection.*

**(5: Review of Initial Order – James Green, Water - Dismissal**

Mr. Green, his representation Russell Freeman, and Tara Ladd, representing Water Department, were present before the Commission to discuss the Initial Order.

**1st MOTION:** *After some discussion, Commissioner Sanders moved to reverse the Initial Order's finding on the charge of discrimination for the reasons set forth in the appeal by Metro Government and instead find that Mr. Green violated Civil Service Rule 6.7 #30. Seconded by Commissioner North, and the Commission approved with objection as follows: Vice-Chairman Corbitt – Nay; Commissioner North – Aye; Commissioner Sanders - Aye.*

**2nd MOTION:** *After some discussion, Commissioner Sanders moved to reverse the Initial Order's finding to return Mr. Green to work for the reasons set forth in the appeal by Metro Government and instead allow Mr. Green to resign. The motion failed for lack of a second.*

**3rd MOTION:** *After some discussion, Commissioner Sanders moved as follows: (i) to reverse the Initial Order's*

*finding on the charge of discrimination for the reasons set forth in the appeal by Metro Government; (ii) to impose a ten day suspension for violation of Civil Service Rule 6.7 #24; (iii) to impose a ten day suspension for violation of Civil Service Rule 6.7 #33; and (iv) to impose a suspension commencing on the date of Mr. Green's termination and ending on the date of the Commission's April 10, 2018 review of the Initial Order for violation of Civil Service Rule 6.7 #30 and to return Mr. Green to work without backpay. Seconded by Commissioner North, and the Commission approved as follows: Vice-Chairman Corbitt – Abstained; Commissioner North – Aye; Commissioner Sanders - Aye.*

Mr. Freeman and Ms. Ladd were asked to submit proposed Final Orders, based on the preceding motions, to the Commission for review and final approval at the May 8, 2018 Civil Service Commission Meeting.

**(6: Metro Police Department employee, Daniel Alford, is requesting to extend his IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation**

Daniel Alford and Human Resources Analyst Seth Waltenbaugh were present before the Commission to discuss the request.

***MOTION: After some discussion, Commissioner North moved to approve the request to extend Mr. Alford's IOD time an additional 90 days. Seconded by Vice-Chairman Corbitt, and the Commission approved without objection.***

**(7: Appeal of Medical Disqualification: RB, Applicant for Police Officer Trainee**

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

**(8: Appeal of Medical Disqualification: SD, Applicant for Police Officer Trainee**

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

**(9: Appeal of Medical Disqualification: AE, 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 request for a waiver. Seconded by Vice-Chairman Corbitt, and the Commission approved without objection.***

**(10: Appeal of Medical Disqualification: CF, Applicant for Police Officer Trainee**

***ACTION: This item was withdrawn.***

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

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

**(12: Appeal of Medical Disqualification: TH, 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 denial of the appeal.

***MOTION: After some discussion, Vice-Chairman Corbitt moved to deny the request for a waiver. Seconded by Commissioner North, and the Commission approved without objection.***

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

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

**(14: Appeal of Medical Disqualification: AS, 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 request for a waiver. Seconded by Commissioner Sanders, and the Commission approved without objection.***

**(15: Request for Public Hearing on revised Civil Service Rules**

Human Resources Administrator Mary Emigh was present before the Commission to discuss the request for revisions to Civil Service Rules Sections 2.2, 2.4, 2.10, 2.13, and 5.7.

***MOTION: After some discussion, Commissioner North moved to hold a public hearing on May 8, 2018 for revisions to the Civil Service Rules. Seconded by Commissioner Sanders, and the Commission approved without objection.***

**(16: 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.***



**(17: Human Resources Updates**

On Wednesday, March 14, Metro’s Drug Free Workplace Program vendor notified Metro they were closing their doors in 2 days.

- Metro HR reached out to a previous, well-respected vendor, Workforce Essentials, for assistance during this time.
- Arrangements were made by HR and Procurement to secure services for that approaching weekend.
- We are currently in the process of finalizing a 2 year emergency contract.

On March 19, Human Resources presented a data-driven budget presentation to the Mayor for the upcoming fiscal year.

That same day, HR staff partnered with the Mayor’s Office and coordinated a Postsecondary Education Fair, including information on Metro’s tuition reimbursement program and earning a GED, for Metro Employees.

HR staff participated in the Workforce Essentials Spring College and Career Fair for students and adults seeking employment on March 21 at Bass Learning Center.

Human Resources welcomes two new HR Analysts, Wyntress Patterson for Employee Relations and Russ Posten for Talent Acquisition.

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

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

There were none.

**With nothing further, the regular meeting adjourned at 10:06 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**