



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

September 11, 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, 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 with a moment of silence and reflection on the events and aftermath of September 11, 2011. He then asked if there were any corrections or additions to the minutes of the last **Regular Meeting of August 14, 2018**. Hearing none, he asked for a motion. Commissioner Sanders 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 ITEMS
HUMAN RESOURCES ITEMS

PG. 2-4
PG. 4-5
PG. 6
PG. 6-7
PG. 7-9

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CODES ADMINISTRATION</u>			
Hall, Byron N.	Codes Admin Asst Dir	Promotion	08/27/18
Michael, Jonathan P.	Metropolitan Zoning Admin	Promotion	08/27/18
Andrade, Tyson E.	Property Stan Insp 1	New Hire	08/27/18

EMERGENCY COMMUNICATIONS

Cooperman, Mary E.	Emer Telecommunications Off 1	New Hire	08/20/18
Evitts II, Barry W.	Emer Telecommunications Off 1	New Hire	08/20/18
Lewis, Rebecca R.	Emer Telecommunications Off 1	New Hire	08/20/18
Threlkeld, Flannery W.	Emer Telecommunications Off 1	New Hire	08/20/18
Whittemore, Ginger N.	Emer Telecommunications Off 1	New Hire	08/20/18

FIRE

Brogan, Kevin D.	Emerg Medical Tech 1	New Hire	08/16/18
Fulton, Justin C.	Emerg Medical Tech 1	New Hire	08/16/18
Lingo, Jacob P.	Emerg Medical Tech 1	New Hire	08/16/18
Martin, Alexander L.	Emerg Medical Tech 1	New Hire	08/16/18
Podobnik, Emalie E.	Emerg Medical Tech 1	New Hire	08/16/18
Zimmerman, Kristin M.	Emerg Medical Tech 1	New Hire	08/16/18
*Allison, Hunter W.	Fire Fighter 1	Class Change	08/01/18
*Blanton Jr, Lester L.	Fire Fighter 1	Class Change	08/01/18
*Bledsoe Jr, Kevin B.	Fire Fighter 1	Class Change	08/01/18
*Casteel, John M.	Fire Fighter 1	Class Change	08/01/18
*Christmon, Brennan D.	Fire Fighter 1	Class Change	08/01/18
*Dowell, Kenneth A.	Fire Fighter 1	Class Change	08/01/18
*Fedun Jr, Joseph P.	Fire Fighter 1	Class Change	08/01/18
*Hale, Tanner J.	Fire Fighter 1	Class Change	08/01/18
*Long, Gregory J.	Fire Fighter 1	Class Change	08/01/18
*Mangrum, Joseph A.	Fire Fighter 1	Class Change	08/01/18
*McDowell, Joshua Q.	Fire Fighter 1	Class Change	08/01/18
*McDuffie, Curtiss	Fire Fighter 1	Class Change	08/01/18
*Murray, William R.	Fire Fighter 1	Class Change	08/01/18
*Peery, Richard K.	Fire Fighter 1	Class Change	08/01/18
*Simms, Aaron B.	Fire Fighter 1	Class Change	08/01/18
*Stribling, Tyler W.	Fire Fighter 1	Class Change	08/01/18
*Sullivan, Jared S.	Fire Fighter 1	Class Change	08/01/18
*Warren, Candice E.	Fire Fighter 1	Class Change	08/01/18
*Weeden, John P.	Fire Fighter 1	Class Change	08/01/18
*Wells, Shannon Y.	Fire Fighter 1	Class Change	08/01/18
*Wilson, Joshua O.	Fire Fighter 1	Class Change	08/01/18

*Class Change from Fire Recruit to Fire Fighter 1

GENERAL SERVICES

Williams, Bethany A.	Admin Svcs Officer 3	New Hire	07/30/18
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APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
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INFORMATION TECHNOLOGY SERVICES

Bragg III, John T.	Information Sys Oper Analyst 1	Promotion	08/13/18
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JUVENILE COURT

*Johnson Jr, James	Warrant Officer 1	Transition - Civil Service	07/30/18
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*Transition to CS from a Grant Funded position

PARKS

*Adamberger, Derek A.	Park Police 1	Class Change	06/22/18
*Porter, Zillon T.	Park Police 1	Class Change	06/22/18
^Martinez-Garcia, Leslie A.	Recreation Leader	Transition - Civil Service	08/10/18
Patterson, Demario D.	Recreation Leader	New Hire	08/20/18
Chatterjee, Amrita B.	Technical Specialist 1	New Hire	08/06/18

*Class Change from Park Police Trainee

^Transition to CS from Part Time Status

PLANNING COMMISSION

O'Conner, Sharon C. K.	Planning Tech 3	Promotion	07/26/18
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POLICE

Houk, Savannah E.	Crime Lab Forensic Scientist 1	Promotion	08/01/18
Helm II, Wayne D.	Helicopter Pilot	Re-hire	08/01/18

PUBLIC WORKS

Jordan, Jonathan C.	Equipment Operator	Promotion	08/14/18
Bowen, Zachary T.	Equipment Operator Senior	Promotion	08/13/18
Clouse, Danny R.	Equipment Operator Senior	Promotion	08/14/18
Crafton, Brandon N.	Equipment Operator Senior	Promotion	08/14/18
*Eakes III, Ronald T.	Equipment Operator Senior	Class Change	08/14/18
^Forrest, Eric D.	Equipment Operator Senior	Return from Pension	08/14/18
Higgins, Lucuba C.	Equipment Operator Senior	Promotion	08/14/18
Lane, William B.	Equipment Operator Senior	Promotion	08/14/18
Davis II, Kevin P.	Maintenance & Repair Worker	New Hire	08/14/18
Escue, Jesse	Maintenance & Repair Worker	New Hire	08/14/18
Kirkup, Michael M.	Maintenance & Repair Worker	New Hire	08/14/18
Ferguson, John R.	Sanitation Worker	Re-hire	08/14/18
Ward III, Alvin E.	Sanitation Worker	Re-hire	07/31/18
Doolittle, Jason K.	Technical Specialist 1	Promotion	08/14/18

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

^Return from Pension to Same Classification

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>SHERIFF</u>			
*Alexander, Keyonna M.	Correctional Officer 1	Class Change	08/24/18
*Bodine III, Irving L.	Correctional Officer 1	Class Change	08/24/18
*Boone, Jason W.	Correctional Officer 1	Class Change	08/24/18
*Bradley, Lamontez	Correctional Officer 1	Class Change	08/24/18
*Carter Jr, David M.	Correctional Officer 1	Class Change	08/24/18
*Cook, John M.	Correctional Officer 1	Class Change	08/24/18
*Easley, Brittany D.	Correctional Officer 1	Class Change	08/24/18
*Fairell, Toddia T.	Correctional Officer 1	Class Change	08/24/18
*Farmby, David L.	Correctional Officer 1	Class Change	08/24/18
*Franklin, Gemayle D.	Correctional Officer 1	Class Change	08/24/18
*Hayes, Rontavia M.	Correctional Officer 1	Class Change	08/24/18
*Maxa, Zachary J.	Correctional Officer 1	Class Change	08/24/18
*Newman, Jennifer P.	Correctional Officer 1	Class Change	08/24/18
*Phillips, Curtis D.	Correctional Officer 1	Class Change	08/24/18
*Staten, Calvin L.	Correctional Officer 1	Class Change	08/24/18
*Thomas, Amber L.	Correctional Officer 1	Class Change	08/24/18
*Wilson, Jacob T.	Correctional Officer 1	Class Change	08/24/18

*Class Change from CO Trainee to CO 1

WATER SERVICES

Reagon, Prentice C.	Customer Service Field Rep	Promotion	07/28/18
Jackson, Aujua D.	Envir Compliance Officer 1	New Hire	07/28/18
Towns, Thomas C.	Indust Mechanic 1	New Hire	08/25/18
Atchison, Michael W.	Technical Specialist 2	Promotion	07/28/18
Averill, Gerard E.	Technical Specialist 2	Promotion	07/28/18
*Glenn, Christopher A.	Water Maintenance Technician	Department Transfer/Transition - CS	07/28/18
Hines, Arther E.	Water Maintenance Technician	New Hire	07/28/18
Horton Jr., Lovard D.	Water Maintenance Technician	New Hire	08/25/18
McCormick, Nacole M.	Water Quality Analyst 3	Promotion	07/28/18

*Department Transfer from PT Status at Parks (Recreation Leader) to FT Status at Water (Water Maint Tech)

MOTION: After some discussion, Commissioner Sanders 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, Promise Shakeira	Emer Telecommunications Off 1	Resignation	DEC	08/09/18
Golden, Christopher L. A.	Emer Telecommunications Off 2	Resignation	DEC	08/24/18
Hancock, Christopher N.	Emer Telecommunications Off 3	Resignation	DEC	07/27/18
Eckenrode, Jessica N.	Emer Telecommunications Off 4	Resignation	DEC	08/01/18
Moore, Norkeisha T.	Emer Telecommunications Off 4	Resignation	DEC	08/16/18
Nielsen, Timothy J.	Info Systems App Analyst 1	Resignation	DEC	08/02/18
Gleason, Bryan C.	Finance Admin	Resignation	Finance	08/03/18
Sesler, Brian A.	Emerg Medical Tech 1	Resignation	Fire	07/31/18
Heflin, Laraine V.	Equip & Supply Clerk 3	Dismissal	Fire	08/15/18

TERMINATIONS/ PENSIONS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DEPT</u>	<u>DATE</u>
Dunn, William S.	Fire Captain	Pension	Fire	07/30/18
Marsh, Nathan	Fire Captain	Pension	Fire	07/30/18
Tomlinson, Christy Anne	Fire District Chief	Pension	Fire	08/11/18
Osteen, Gary W.	Fire Maintenance Worker	Pension	Fire	07/16/18
Neal, Madison	Information Sys Media Tech 1	Resignation	ITS	08/24/18
Brown, Lloyd Douglas	Information Sys Oper Analyst 3	Deceased	ITS	07/31/18
Boms, Enyinda	Information Sys Oper Tech 1	Resignation	ITS	08/09/18
Carter, William T.	Information Sys Oper Tech 1	Resignation	ITS	07/31/18
Davis, Emily N.	Information Sys Oper Tech 1	Resignation	ITS	08/23/18
Yuan, Qian	Internal Auditor-Principal	Resignation	Internal Audit	08/24/18
Shepherd, Faye C.	Admin Asst	Pension	Parks	08/03/18
Wilson, Kenneth A.	Maintenance & Repair Worker Se	Resignation	Parks	08/22/18
Koch, Rachel C.	Naturalist 1	Resignation	Parks	07/31/18
Kelly, Alexis	Recreation Leader	Resignation	Parks	07/30/18
Morrow Jr, Jason T.	Recreation Leader	Resignation	Parks	07/18/18
Williams IV, Tony W.	Recreation Leader	Resignation	Parks	07/31/18
Rust, Jason R.	Planning Tech 3	Resignation	Planning Commission	08/06/18
Sanders, Robin M.	Admin Svcs Officer 3	Resignation	Police	08/13/18
Clemens, Kimberly A.	Crime Scene Technician 1	Resignation	Police	08/15/18
Duprey, Ryan M.	Police Crisis Counselor	Resignation	Police	08/03/18
Carter II, Charles W.	Police Lieutenant	Pension	Police	08/01/18
Willis, Mitchell Allen	Police Officer 1	Resignation	Police	08/15/18
Birch, Brian T.	Police Officer 2	Resignation	Police	08/01/18
Etchison, Brian P.	Police Officer 2	Resignation	Police	07/20/18
Foster, Melvin J.	Police Officer 2	Resignation	Police	07/30/18
Houston, Armonty T.	Police Officer 2	Resignation	Police	08/15/18
Howard, Daryl B.	Police Officer 2	Resignation	Police	08/02/18
Loucks Jr, William C.	Police Officer 2	Pension	Police	08/21/18
Picchiottino, Jared B.	Police Officer 2	Resignation	Police	07/18/18
Pryor, John	Police Officer 2	Resignation	Police	08/24/18
Vincion, William P.	Police Officer 2	Pension	Police	08/15/18
White, Darren William	Police Officer 2	Resignation	Police	07/19/18
Akyildiz, Bogachan	Police Officer Trainee	Resignation	Police	08/01/18
Devore, Russell Jacob	Police Officer Trainee	Dismissal	Police	08/15/18
Gashi, Andersana	Police Operations Asst 1	Resignation	Police	08/08/18
Williams, Phillip D.	Police Sergeant	Pension	Police	08/15/18
Hamilton, Sabrina N.	Circulation Asst 2	Resignation	Public Library	08/24/18
Muhsin, Aven A.	Circulation Asst 2	Resignation	Public Library	08/15/18
Bender, Thomas C.	Maintenance & Repair Worker	Resignation	Public Works	08/16/18
Blanchard, Petter O.	Correctional Officer 1	Resignation	Sheriff	08/12/18
England, Zachary S.	Correctional Officer 1	Resignation	Sheriff	08/21/18
Jones, Jacresha N.	Correctional Officer 1	Dismissal	Sheriff	08/10/18
Lesure Jr, Elmer M.	Correctional Officer 1	Pension	Sheriff	08/23/18
Warnsley, Cameron M.	Correctional Officer 1	Resignation	Sheriff	08/16/18
Lavigne, Steven J.	Nutrition Site Monitor	Pension	Social Services	08/24/18
Jasper, Calvin N.	Indust Tech Master	Pension	Water Services	08/24/18
Humel, Annette O.	Info Systems App Analyst 3	Resignation	Water Services	08/24/18
Prime, Edwin L.	Service Rep 2	Resignation	Water Services	08/17/18
Boleyjack, Carlton R.	Treatment Plant Asst Mgr	Resignation	Water Services	08/17/18
McConnell, Jordan L.	Treatment Plant Tech 1	Resignation	Water Services	08/10/18

MOTION: After some discussion, Commissioner Sanders 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>ESTABLISH/ DATE</u>	<u>ABOLISH</u>
Property Standards Inspector 1	Codes	42	Cont	08/01/18	E
Adm Services Officer 3 - BOSS/Archibus	Gen Services	4	Open	08/02/18	E
Administrative Services Officer 2 - Case Prep	Police	87	Open	08/02/18	E
Police Officer Trainee	Police	67	Cont	08/08/18	E
Facilities Manager - Aquatics	Parks	2	Dept	08/08/18	E
Building & Grounds Electrician	Parks	10	Open	08/10/18	E
Fire Inspector 1	Fire	77	Open	08/17/18	A
Equipment & Supply Clerk 3	Fire	53	Open	08/17/18	A
Special Assistant to the Director	Water	3	Dept	08/17/18	E
Codes Administration Asst Director	Codes	1	Dept	08/17/18	E
Police Crisis Counseling Supervisor - Youth Services	Police	35	Open	08/20/18	E
Correctional Officer 2	Sheriff	39	Dept	08/20/18	E
Metropolitan Zoning Administrator	Codes	1	Metro Wide	08/21/18	E
IS Operations Analyst 1 - GIS	DEC	71	Open	08/22/18	E
IS Operations Analyst 1 - Procurement	ITS	1	Dept	08/22/18	E
Adm Services Manager--Waste Reduction Mgr	Public Works	1	Dept	08/23/18	E
Customer Service Assistant Mgr - Field Activities	Water	6	Dept	08/27/18	E
Equipment Operator	Water	15	Cont	08/27/18	E
Human Resources Analyst 2--Disability Compliance	HR	82	Open	08/27/18	E
IS Operations Analyst 3-Server	ITS	14	Open	08/27/18	A
Customer Service Field Rep Sr	Public Works	3	Dept	08/31/18	E

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

DEPARTMENTAL ITEMS

FINANCE

(1: Leave from Civil Service Status for Talia Lomax-O'dneal

Deputy Director Kim McDoniel, Administrative Services Manager Kimberly Northern, and Human Resources Analyst Monica Anderson were present before the Commission to discuss the request.

MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the request for a Leave from Civil Service. Seconded by Commissioner North, and the Commission approved without objection.

(2: Leave from Civil Service Status for Diane Treadway

Deputy Director Kim McDoniel, Administrative Services Manager Kimberly Northern, and Human Resources Analyst Monica Anderson remained before the Commission to discuss the request.

MOTION: After some discussion, Commissioner Link moved to approve the request for a Leave from Civil Service. Seconded by Commissioner Sanders, and the Commission approved without objection.

HISTORICAL COMMISSION**(3: Executive Director Tim Walker requests an Increment Advance for Paula Person, Administrative Assistant**

Executive Director Tim Walker and Human Resources Analyst Wyntriss Patterson were present before the Commission to discuss the request.

MOTION: After some discussion, Vice-Chairman Corbitt moved to approve the request for an Increment Advance. Seconded by Commissioner North, and the Commission approved without objection.

WATER SERVICES**(4: Request for an extension to apply Policy 5.7 C-I, Exempt Overtime Pay (in Emergency Situations) and to designate specific classifications as Exempt Overtime Eligible**

Water Service Assistant Director Sonny Lyons and Human Resources Analyst Aaron Shelton were before the Commission to discuss the request.

MOTION: After some discussion, Commissioner North moved to approve the request for a six month extension of Exempt Overtime Pay for the Engineer in Training, Engineer 1, and Engineer 2. 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:

(5: Petition for Reconsideration of Final Order Issued by the Metropolitan Civil Service Commission - David Terrazas, Police Department - Suspension / Dismissal

Mr. Terrazas' representation Kim Gilleland, and Cynthia Gross, representing Metro Nashville Police Department, were present before the Commission to discuss the petition.

MOTION: After some discussion, Commissioner Link made a Motion to Reconsider the Commission's Final Order. Seconded by Commissioner North, and the Commission denied with objections as follows: Vice-Chairman Corbitt – Nay; Commissioner Link – Aye; Commissioner North – Aye; Commissioner Sanders – Nay; Chairman Farmer – Nay.

(6: 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.

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

Applicant SK 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.

1st 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: Vice-Chairman Corbitt – Aye; Commissioner Link – Nay; Commissioner North – Aye; Commissioner Sanders – Aye.*

2nd MOTION: *After some discussion, Commissioner North moved to rescind the previous motion and defer the request for a waiver. Seconded by Commissioner Link, and the Commission approved without objection.*

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

Applicant JR 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 North moved to defer the request for a waiver to the October 9, 2018 Civil Service Commission Meeting. Seconded by Commissioner Sanders, and the Commission approved without objection.*

(9: Revisions to the Job Description for Park Police

Human Resources Analyst Aaron Shelton was present before the Commission to discuss the job description revisions.

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

(10: Request to Extend the Police Captain Promotional Register for twelve months

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

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

(11: 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.*

(12: Human Resources Updates

At the direction of the Mayor's Office, Human Resources is working in conjunction with the Health Department and Tennessee Suicide Prevention Network, to offer QPR (Question, Persuade, Refer) Suicide Prevention Training. Training will first be conducted for HR Coordinators on September 6 and September 21, and then offered to all Metro employees starting in October, with a completion goal of 12 – 18 months.

Human Resources staff participated in the Job News Job Fair at the Airport Marriott on August 23, making contact with and recruiting a diverse pool of applicants, including many applicants who were new to our city, for Metro positions.

The Public Works Department has been awarded accreditation through the American Public Works Association. The accreditation will be awarded by the APWA President in a public ceremony during the Metro Council Meeting on September 18 at 5 pm.

ACTION: This was for a report only.

(13: Communiqués from the public on pending hearings

The Commissioners received identical anonymous letters regarding a hearing from the August meeting.

Chairman Farmer closed the meeting noting Mark Nacarrato’s attendance on behalf of the SEIU, and there were no other Union Representatives present during the meeting. With nothing further, the regular meeting adjourned at 9:43 a.m.

ATTEST:

APPROVED:

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

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