



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

November 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 D. Billye Sanders.

MEMBERS ABSENT: Ethan Link and 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 acknowledged the Union Representatives present for the IAFF and SEIU; there was no one present on behalf of the FOP. He then asked if there were any corrections or additions to the minutes of the last **Regular Meeting of October 9, 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.

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APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CODES ADMINISTRATION</u>			
Wilee, Kenneth W.	Electrical Inspector 2	Re-hire	10/22/18
<u>FINANCE</u>			
Crutchfield, Andrea M.	Admin Svcs Officer 4	Promotion	09/24/18
Brown, Kevin C.	Finance Mgr	Promotion	09/24/18
King, Kathy R.	Finance Mgr	Promotion	09/24/18
*Nicol, Kathryn I.	Procurement Officer 2	Department transfer/Promotion	10/22/18
Shire, John Robert	Procurement Officer 2	Re-hire	10/22/18

*Department Transfer from General Services (Service Writer, ST7) to Finance (Procurement Officer 2, OR3)

<u>FIRE</u>			
Swann, William A.	Fire Chief	Promotion	10/01/18
*Hudson, Taylor R.	Paramedic 1	Class Change/Lateral	10/16/18
*Lawrence, Keisha L.	Paramedic 1	Class Change/Lateral	10/16/18
*Visnoski, Christopher C.	Paramedic 1	Class Change/Lateral	10/16/18

*Class Change from EMT 2 (PF4) to Paramedic 1 (PF4)

<u>GENERAL SERVICES</u>			
Davis, Michelle R.	Equip Inventory Asst 1	Promotion	10/08/18

<u>HUMAN RESOURCES</u>			
Woodroof, Patricia F.	Application Tech 3	New Hire	10/22/18
Donaldson, Janel R.	Human Resources Analyst 2	New Hire	10/08/18
Lynch, Dylan M.	Human Resources Analyst 3	Promotion	10/22/18
Brooks, Sterling.	Office Support Spec 2	Promotion	10/22/18
Jackson, Russana A.	Office Support Spec 2	Promotion	10/22/18

<u>INFORMATION TECHNOLOGY SERVICES</u>			
Krulewicz, Adam F.	Information Sys Media Tech 1	New Hire	10/15/18
Vaughan, Danielle N.	Information Sys Media Tech 2	Promotion	09/24/18
Coulter, Brian J.	Information Systems Advisor 1	New Hire	09/24/18

<u>PARKS</u>			
Floyd, Demon L.	Custodian	Re-hire	10/22/18
Hough, Carly M.	Facilities Mgr	Promotion	09/21/18
Crocker, Christopher B.	Maint & Repair Worker Sr	Promotion	10/19/18
Doyen, Eric S.	Maint & Repair Worker Sr	Promotion	10/19/18
Peden, Johnathon W.	Maint & Repair Worker Sr	Promotion	10/19/18
*Pierce, Victoria E.	Office Support Rep 2	Transition – Civil Service	10/11/18
*Transition to CS from a Seasonal Status			

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PLANNING COMMISSION</u>			
Adams, Kelly A.	Admin Svcs Officer 4	Promotion	10/01/18
<u>POLICE</u>			
^Lewis, Lethia T.	Admin Asst	Class Change/Lateral	10/01/18
Oswald, Melissa Ann	Crime Lab Forensic Scientist 1	Promotion	10/01/18
*Bennett, Joel M.	Police Officer 1	Class Change	10/17/18
*Black, Robert Paul	Police Officer 1	Class Change	10/17/18
*Broatch III, Thomas David	Police Officer 1	Class Change	10/17/18
*Burke, Phillip R.	Police Officer 1	Class Change	10/17/18
*Crum, Dalton Thomas	Police Officer 1	Class Change	10/17/18
*Dahlstrom, Steffani Adela	Police Officer 1	Class Change	10/17/18
*Dale, Joshua Michael	Police Officer 1	Class Change	10/17/18
*Geiger, Tyler Douglas	Police Officer 1	Class Change	10/17/18
*Grace, Evan R.	Police Officer 1	Class Change	10/17/18
*Hamilton, Gabriel Jason	Police Officer 1	Class Change	10/17/18
*Heath, Reagan Thomas	Police Officer 1	Class Change	10/17/18
*Hill, Cooper Taylor	Police Officer 1	Class Change	10/17/18
*IpoX, Jarrett Jacob	Police Officer 1	Class Change	10/17/18
*Kinsey, Peter A.	Police Officer 1	Class Change	10/17/18
*Leverick, Robert Steven	Police Officer 1	Class Change	10/17/18
*Meringer Jr., Douglas T.	Police Officer 1	Class Change	10/17/18
*Mullins, Jeffrey Skiper	Police Officer 1	Class Change	10/17/18
*Page, Molly Marie	Police Officer 1	Class Change	10/17/18
*Ramirez, Andrew Geovanni	Police Officer 1	Class Change	10/17/18
*Reed, Corey C.	Police Officer 1	Class Change	10/17/18
*Robinson, Mary C.	Police Officer 1	Class Change	10/17/18
*Spears, Jeremy M.	Police Officer 1	Class Change	10/17/18
*Spoonemore, Jeremy Thomas	Police Officer 1	Class Change	10/17/18
*Starke, Edward Tyler	Police Officer 1	Class Change	10/17/18
*Steigerwalt, Luke Allen	Police Officer 1	Class Change	10/17/18
*Walden, John Wesley Ryan	Police Officer 1	Class Change	10/17/18
*Ward, Timothy Charles	Police Officer 1	Class Change	10/17/18
*Watch, Jonathan I.	Police Officer 1	Class Change	10/17/18
Brown, Suzanne M.	Police Operations Analyst 2	Promotion	10/16/18
Gaines, Alexandria Nicole	Police Operations Asst 1	New Hire	10/16/18
Lyle, James Dylan	Police Operations Asst 1	New Hire	10/16/18
Thiel, Joshua Melvin Lawrence	Police Operations Asst 1	New Hire	10/16/18
Everheart, Christopher Scott	Police Operations Coord 1	Promotion	10/16/18
**Bender, Anya M.	Police Operations Supv	Class Change/Lateral	10/01/18
Hoback, Robert C.	Police Operations Supv	New Hire	10/16/18

^Class Change from Police Operations Supv (ST9) to Admin Asst (ST9)
 *Class Change from Police Trainee to Police Officer 1
 **Class Change from Admin Asst (ST9) to Police Operations Supv. (ST9)

PUBLIC LIBRARY

*Kelley, Morgan L.	Library Assoc 1	Transition – Civil Service	10/08/18
Lillard, Rochelle Yvonne	Security Guard	Re-hire	10/22/18
*Transition to CS from Part Time Status			

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PUBLIC WORKS</u>			
Coleman, Andrew T.	Equipment Operator	Promotion	09/25/18
Comer, Thomas C.	Equipment Operator	New Hire	10/22/18
Gregory, Lee T.	Equipment Operator	Promotion	10/09/18
*Hamilton, Tracy L.	Equipment Operator	Voluntary Reduction in Salary Grade	09/24/18
Dickens, Daryl W.	Maint & Repair Worker	New Hire	10/09/18
Dickens, David R.	Maint & Repair Worker	New Hire	10/09/18
Ryman, Ricky D.	Maint & Repair Worker	New Hire	10/22/18
Shadowens, William A.	Maint & Repair Worker	New Hire	10/09/18
Willeby, James D.	Maint & Repair Worker	New Hire	10/09/18
^Jordan, Kathy	Office Support Spec 1	Transition – Civil Service	10/22/18
Haynes, Nathan M.	Sanitation Worker	New Hire	10/22/18
Truss Jr., Omar S.	Sanitation Worker	New Hire	10/22/18
Cummings, Michael D.	Technical Specialist 2	Promotion	10/08/18
Luton, Tracy R.	Technical Specialist 2	Promotion	10/08/18
O'brien, Timothy A.	Technical Specialist 2	Promotion	10/08/18

*Voluntary Reduction in Grade from Equipment Operator Sr (TG9) to Equipment Operator (TG7)

^Transition to CS from Part Time Status

SOCIAL SERVICES

Farmer, Tameka D.	Office Support Rep 2	Re-hire	10/08/18
Thomas, Jessica Daniela	Social Worker	Re-hire	10/08/18
Whited ,Jennifer N.	Social Worker	New Hire	10/08/18

WATER SERVICES

Tinsley, James T.	Admin Svcs Mgr	Promotion	10/06/18
Biggerstaff, Ross M.	Cust Svc Supv	Promotion	09/22/18
Russell, Lisa C.	Cust Svc Supv	Promotion	10/20/18
Townsend, Thalia R.	Cust Svc Supv	Promotion	10/20/18
Trimble, Violet M.	Cust Svc Supv	Promotion	10/20/18
*Keen, David F.	Customer Service Field Rep	Class Change/Lateral	10/06/18
Logan, Tracy	Equip & Supply Clerk 2	New Hire	10/20/18
^Tesfu, Amanuel H.	Equip Mechanic	Voluntary Reduction in Salary Grade	10/06/18
Ragland Jr, John L.	Equip Servicer	New Hire	09/22/18
West, Robert H.	Equipment Operator	New Hire	09/22/18
Davis, Juanita L.	Human Resources Admin	Promotion	10/06/18
Barker, William J.	Indust Mechanic 1	New Hire	09/22/18
**Binkley, Rose A.	Office Support Spec 2	Voluntary Reduction in Salary Grade	10/20/18
Whitlow, Elean Lynette	Service Rep 2	Re-hire	10/20/18
Jinks, Rich	Treatment Plant Tech 1	New Hire	09/22/18
Woodard, Joseph A.	Treatment Plant Tech 1	Promotion	09/22/18
Chambers Jr, Charles J.	Water Maint Leader 1	Promotion	09/22/18
Kallon, Abdul B.	Water Maint Leader 1	Promotion	09/22/18
Shelton, Justin D.	Water Maint Leader 1	Promotion	09/22/18
Clark Jr, James K. B.	Water Maint Technician	Re-hire	10/20/18
Lavender, Loquez Deontae	Water Maint Technician	New Hire	10/20/18
Stines, Cortney L.	Water Maint Technician	New Hire	10/20/18

*Class Change from Application Tech 1 (ST7) to Customer Srv Field Rep (ST7)

^Voluntary Reduction in Grade from Treatment Plant Tech 1 (TG8) to Equipment Mechanic (TG7)

**Voluntary Reduction in Grade from Customer Service Mgr (OR5) to Office Support Spec 2 (ST8)

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>
Shivers, David E.	Mech/Gas Inspector 1	Resignation	Codes Administration	10/03/18
Whittemore, Ginger N.	Emer Telecomm Off 1	Dismissal	DEC	09/27/18
McCloskey, Christopher S.	Emer Telecomm Off 3	Resignation	DEC	10/19/18
Chance, Sadona	Emer Telecomm Trainer	Pension	DEC	10/19/18
Pullen, Sandra K.	Application Tech 3	Pension	Finance	10/05/18
Slater, Carl B.	Fire Captain	Pension	Fire	10/13/18
Melton, Roger D.	Fire Engineer	Pension	Fire	10/14/18
Hardrick, Arsenio L.	Paramedic 2	Resignation	Fire	10/10/18
Zachgo, Rebecca A.	Admin Svcs Officer 3	Pension	General Services	10/05/18
Williams II, Thomas R.	Info Sys Comm Analyst 1	Resignation	ITS	10/05/18
Mallard Jr, James W.	Information Sys Oper Analyst 3	Pension	ITS	10/01/18
Lee, Andrew J.	Information Systems Advisor 1	Resignation	ITS	09/28/18
Hogan, Robert S.	Bldg & Grnds Electrician	Resignation	Parks	10/12/18
Craighead, Vickie D.	Facilities Mgr	Resignation	Parks	10/18/18
Lewis, Daryl D.	Maintenance & Repair Leader	Pension	Parks	10/18/18
King, Ezechial R.	Maintenance & Repair Worker	Dismissal	Parks	09/21/18
Rigali, Rick D.	Maintenance & Repair Worker	Resignation	Parks	10/12/18
Jackson, Terry E.	Program Coord	Pension	Parks	09/27/18
Cordova Ocampo, Fabiola J.	Recreation Leader	Resignation	Parks	09/26/18
Taylor, Jonthany D.	Admin Asst	Resignation	Police	09/21/18
Hogan, Jason P.	Police Officer 2	Resignation	Police	09/20/18
Kajihara, Herbert H.	Police Officer 2	Pension	Police	09/21/18
Paul, Jacob A.	Police Officer 2	Pension	Police	09/26/18
Thompson, Michael	Police Officer 2	Resignation	Police	09/26/18
Stokes, Shirley Ann	Police Operations Asst 2	Resignation	Police	10/08/18
Shepherd, Dennis R.	Police Operations Asst 3	Pension	Police	10/05/18
Kent, Larita J.	Police Security Guard 1	Resignation	Police	09/28/18
Petty, Brian K.	Police Sergeant	Pension	Police	09/24/18
Riggs, Julie A.	Police Sergeant	Resignation	Police	10/09/18
Hudson, Harriett	Library Assoc 1	Resignation	Public Library	09/20/18
Bradley, Lamontez	Correctional Officer 1	Resignation	Sheriff	10/16/18
Deck, Nicholas A.	Correctional Officer 1	Resignation	Sheriff	09/27/18
Edmonson Jr, Frederick L.	Correctional Officer 1	Resignation	Sheriff	10/07/18
Gillaspie, Joseph K.	Correctional Officer 1	Resignation	Sheriff	10/18/18
Sykes, Frank Daniel	Correctional Officer 1	Resignation	Sheriff	10/15/18
Davidson, Jeffrey S.	Correctional Officer 2	Resignation	Sheriff	10/18/18
Dobbins, Brandon Dewayne	Correctional Officer 2	Resignation	Sheriff	10/18/18
Hall, Torrian M.	Correctional Officer 2	Resignation	Sheriff	10/18/18
Latham, Cody R.	Correctional Officer 2	Resignation	Sheriff	10/16/18
Rader IV, Phillips D.	Correctional Officer 2	Resignation	Sheriff	09/28/18
Johnson, Ceraya C.	Social Worker	Resignation	Social Services	10/19/18
Hargett, Willie H.	Equip Mechanic	Pension	Water Services	10/08/18
Ragland Jr, John L.	Equip Servicer	Resignation	Water Services	09/24/18
Day, David Michael	Indust Electrician 2	Resignation	Water Services	10/19/18
Reece Jr, Milton M.	Treatment Plant Tech 3	Pension	Water Services	09/21/18

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>ESTABLISH/ DATE</u>	<u>ABOLISH</u>
Finance Officer 2-Financial Accountability	Finance	46	Open	10/03/18	A
Human Resources Administrator	Water	1	Dept	10/05/18	E
Sanitation Worker	Public Works	31	Cont	10/05/18	E
Office Support Rep 2 – Intake Worker	Social Services	173	Open	10/08/18	E
Social Worker	Social Services	67	Open	10/08/18	E
Administrative Services Manager- Development Services	Water	142	Open	10/09/18	E
Crime Lab Forensic Technician-Firearms	Police	129	Open	10/10/18	A
Customer Service Supervisor-Billing & Collection	Water	5	Dept	10/10/18	E
Customer Service Supervisor-Dispatch	Water	4	Dept	10/10/18	E
Customer Service Supervisor-Phone Center	Water	9	Dept	10/10/18	E
Office Support Rep 2 – Special Events Assistant	Parks	158	Open	10/10/18	E
Crime Lab Forensic Scientist 1-Latent Print	Police	2	Dept	10/11/18	A
Maintenance & Repair Worker Senior	Parks	33	Cont	10/12/18	E
Electrical Inspector 1	Codes	11	Cont	10/12/18	E
Custodian	Parks	31	Cont	10/17/18	E
Emergency Telecommunication Officer 1	DEC	19	Cont	10/17/18	E
IS Media Technician 1-PEG Studio	ITS	41	Open	10/17/18	E
Procurement Officer 2	Finance	51	Cont	10/17/18	E
Crime Lab Forensic Technician-Biology	Police	133	Open	10/18/18	A
Police Officer Trainee	Police	10	Cont	10/18/18	E
Correctional Officer Trainee	Sheriff Office	33	Cont	10/18/18	E
Office Support Specialist 1 – 311 Call Center	Public Works	148	Open	10/18/18	E
Correctional Officer 2	Sheriff Office	2	Dept	10/19/18	E
Equipment Inventory Asst 1	General Services	1	Dept	10/19/18	E
Special Projects Mgr – Social Services	Social Services	2	Dept	10/19/18	E
Parks & Recreation Superintendent	Parks	11	Dept	10/19/18	E
Office Support Specialist 2-HR/Benefits	Human Resources	2	Dept	10/23/18	E
Police Crisis Counselor – Domestic Violence Child Trauma Spec	Police	66	Open	10/29/18	E
Special Asst to the Director – Codes	Codes Adm	72	Open	10/30/18	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

PLANNING DEPARTMENT

(1: Executive Director Lucy Kempf requests an Open Range Increase for Finance Officer 3, Jeffrey Leach

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

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

SHERIFF’S OFFICE

(2: Leave from Civil Service Status for Jessica Turner, Correctional Officer 1

Administrative Services Officer Shelley Spurlock 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 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 Initial Order – Robert Howse, MNPD – Dismissal

Robert Howse, August Winter, representing Mr. Howse, and Metro Legal Attorney Jennifer Crim, representing Metro Nashville Police Department, were present before the Commission to discuss the Initial Order.

MOTION: *After some discussion, Vice-Chairman Corbitt moved to uphold the Initial Order. Seconded by Chairman Farmer, and the Commission approved with objection as follows: Chairman Farmer – Aye; Commissioner Sanders – Nay; Vice-Chairman Corbitt - Aye.*

(4: Review of Initial Order – Richard Veach, Parks – Dismissal

Richard Veach and Metro Legal Attorney Macy Amos, representing the Parks Department, were before the Commission to discuss the Initial Order.

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

(5: Domestic Violence in the Workplace Policy

Human Resources Analyst Wyntress Patterson was present before the Commission to discuss the policy.

MOTION: *After some discussion, Commissioner Sanders moved to approve the policy. Seconded by Vice-Chairman Corbitt, 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 October 6, Human Resources staff participated in Celebrate Nashville, a multi-cultural event highlighting Nashville's diversity.

Human Resources Assistant Director Michael Taylor served as a panelist for TSU's College of Public Service, sharing his education, experiences and commitment to public service in order to inspire others to engage in public service.

HR partnered with the Mayor's Office and coordinated a Fall Education Fair for Metro Employees on October 19.

HR staff participated in the MTSU 2017 Fall Career Fair on October 24 and the Daymar College Career Fair on October 29, recruiting students with multiple majors for positions in Metro departments.

Last Month, we also welcomed new Human Resources Analyst Janel Donaldson to Disability Compliance in Benefits.

With the approval of Amendment 1 by voters on November 6, Human Resources is working with all appropriate Metro entities on the new Community Oversight Board and the nine related staff positions by the March 29, 2019 deadline. As a result, Human Resources staff will not be able to present a completed FY20 Pay Plan at the December 2018 Civil Service Meeting, but will incorporate the Community Oversight Board positions into the pay plan, once they are created.

ACTION: This was for a report only.

(8: Communiqués from the public on pending hearings

There were none.

-The meeting adjourned for a brief recess, and then resumed with the following item which was not aired on the Metro Nashville Network.-

(9: 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.

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

With nothing further, the regular meeting adjourned at 9:50 a.m.

ATTEST:

APPROVED:

Shannon B. Hall, Director
Secretary to the Commission

William H. Farmer, Chairman
Civil Service Commission