



# **METROPOLITAN CIVIL SERVICE COMMISSION**

## **MINUTES**

**Date:** *March 10, 2020*

**Time:** *8:30 a.m.*

**Place:** *Howard Office Building  
Sonny West Room  
700 2<sup>nd</sup> Avenue South  
Nashville, Tennessee 37210*

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

**OTHER MEMBERS:** *Shannon B. Hall, Human Resources Director; Nicki Eke, Metro Legal Department Attorney*

Chairman Farmer called the meeting to order. He acknowledged the following union representatives who were present: Mr. Young, Mr. Smallwood and Mr. Rayson. He then asked if there were any corrections or additions to the minutes of the last Regular Meeting on February 11, 2020. Hearing none, he asked for a motion. Commissioner North moved to accept the regular minutes. Seconded by, Commissioner Sanders and the Commission approved without objection.

|                                    |                 |
|------------------------------------|-----------------|
| <b>APPOINTMENTS</b>                | <b>PG. 2-4</b>  |
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**(B) APPOINTMENTS**

| <b><u>NAME</u></b>   | <b><u>CLASSIFICATION</u></b>  | <b><u>TYPE</u></b>       | <b><u>DATE</u></b> |
|--|-------------------------------|--------------------------|--------------------|
| <b>Arts Commission</b>   |                               |                          |                    |
| Wright, Grace L.   | Office Support Spec 1         | New Hire                 | 02/10/2020         |
| <b>Codes Administration</b>  |                               |                          |                    |
| Elliott, Cory Shane  | Property Stan Insp 1          | New Hire                 | 02/10/2020         |
| Lamberth, Branton T.   | Property Stan Insp 1          | Re-hire                  | 02/10/2020         |
| <b>Emergency Communications</b>  |                               |                          |                    |
| Simmons, Christy N.  | Emer Telecommunications Off 3 | Re-Employment            | 01/30/2020         |
| <b>Finance</b>   |                               |                          |                    |
| Phillips, Letanga R.   | Admin Svcs Officer 4          | Promotion                | 02/10/2020         |
| Bledsoe, Tanya Renee   | Application Tech 2            | New Hire                 | 02/10/2020         |
| Wiggins, Mary Jo   | Finance Deputy Dir            | New Hire                 | 02/17/2020         |
| <b>Fire</b>  |                               |                          |                    |
| *Bradford, Tanner G.   | Fire Fighter 2                | Class Change             | 02/01/2020         |
| *Cox, John A.  | Fire Fighter 2                | Class Change             | 02/01/2020         |
| *Fisher, Eric E.   | Fire Fighter 2                | Class Change             | 02/01/2020         |
| *Gordon, Colby P.  | Fire Fighter 2                | Class Change             | 02/01/2020         |
| *Holmes, Timothy J.  | Fire Fighter 2                | Class Change             | 02/01/2020         |
| *Hulan, Victoria M.  | Fire Fighter 2                | Class Change             | 02/01/2020         |
| *Johnson, George K.  | Fire Fighter 2                | Class Change             | 02/01/2020         |
| *Lawrence, Michael A.  | Fire Fighter 2                | Class Change             | 02/01/2020         |
| *Omelyanchuk, Adrian A.  | Fire Fighter 2                | Class Change             | 02/01/2020         |
| *Tuck, Michael C.  | Fire Fighter 2                | Class Change             | 02/01/2020         |
| *Walker, Christopher C.  | Fire Fighter 2                | Class Change             | 02/01/2020         |
| <b>*Class change from Fire Fighter 1 (PF3) to Fire Fighter 2 (PF4)</b> |                               |                          |                    |
| <b>General Services</b>  |                               |                          |                    |
| Baer, Edward J.  | Equip Mechanic                | Promotion                | 02/10/2020         |
| Croney, Daniel G.  | Equip Mechanic                | Promotion                | 02/10/2020         |
| Spencer, William A.  | Equip Mechanic                | Promotion                | 02/10/2020         |
| Amantea, Lolita Ann  | Mail Clerk Carrier            | New Hire                 | 02/24/2020         |
| Aughenbaugh, David L.  | Technical Specialist 1        | New Hire                 | 02/10/2020         |
| <b>Human Resources</b>   |                               |                          |                    |
| *Jackson, Melody   | Application Tech 2            | Dept. transfer/Promotion | 02/24/2020         |

**\*Department transfer from Water (Office Support Spec 1, ST7) to Human Resources (Application Tech 2, ST8)**

**CIVIL SERVICE COMMISSION****03/10/2020-3****Information Technology Services**

|                       |                               |           |            |
|-----------------------|-------------------------------|-----------|------------|
| Collins, Evelyn N.    | Info Systems App Analyst 3    | Promotion | 02/22/2020 |
| Still, Christopher R. | Info Systems App Analyst 3    | Promotion | 02/22/2020 |
| McCoy, Kenneth James  | Information Systems Advisor 1 | New Hire  | 01/27/2020 |
| Schroeder, Jamie      | Information Systems Advisor 1 | Promotion | 02/22/2020 |

**Metropolitan Clerk**

|                      |                      |                          |            |
|----------------------|----------------------|--------------------------|------------|
| *Bauder, Michelle D. | Admin Svcs Officer 3 | Dept. transfer/Promotion | 01/27/2020 |
|----------------------|----------------------|--------------------------|------------|

**\*Department transfer from Library (IS App Tech 1, OR1) to Metro Clerk (ASO 3, OR3)****Parks**

|                      |                             |                     |            |
|----------------------|-----------------------------|---------------------|------------|
| *Butler, David J.    | Maintenance & Repair Worker | Return from Pension | 02/07/2020 |
| Krastev, Nikola K.   | Public Info Rep             | New Hire            | 02/10/2020 |
| Gillette, Stephen M. | Technical Specialist 1      | New Hire            | 02/10/2020 |

**\*Return from pension to the same classification****Police**

|                             |                            |                             |            |
|-----------------------------|----------------------------|-----------------------------|------------|
| *Ross, Kadeisha L.          | Computer Operator 2        | Transition to Civil Service | 01/18/2020 |
| Denny, Kendall Leigh        | Crime Scene Investigator 1 | New Hire                    | 02/16/2020 |
| Whited, Blaine K.           | Police Captain             | Promotion                   | 02/01/2020 |
| ^Alceus, Christopher Xavier | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Aldrich, Zachary Matthew   | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Anderson, Gary Kyle        | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Becic, Ramiz               | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Berry, Nicholas James      | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Boler, William Charlton    | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Brown, Cecelia Renae       | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Bruce, Crockett Hoy        | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Brumley, Aaron Holmes      | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Chapman, Brandon Scott     | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Cox, Clayton Scott         | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Denenea, Thomas Ray        | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Engelbert, Rex Andrew      | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Goepper, Joshua Robert     | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Hall, Mary Hildegard       | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Harms, David Andrew        | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Harper, Mckenzie Isaac     | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Heckaman, Tyler Monroe     | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Herod, Matthew Ethan       | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Hickman, Brian Taylor      | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Hong, Han Ich              | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Johnson, Dallas James      | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Kaelin, Shawn Thomas       | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Klemenz, Nadine Franziska  | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Lashbrook, Melina M        | Police Officer 1           | Class Change                | 02/07/2020 |
| ^Le, Tim Xuan               | Police Officer 1           | Class Change                | 02/07/2020 |

**CIVIL SERVICE COMMISSION****03/10/2020-4**

|                                  |                             |              |            |
|----------------------------------|-----------------------------|--------------|------------|
| ^Lopez, Brandon Lee              | Police Officer 1            | Class Change | 02/07/2020 |
| ^Malone, Ryan Kyle               | Police Officer 1            | Class Change | 02/07/2020 |
| ^Meskers, Theodore Andrew        | Police Officer 1            | Class Change | 02/07/2020 |
| ^Modransky, Eric Charles         | Police Officer 1            | Class Change | 02/07/2020 |
| ^Mrowiec, Matthew Dean           | Police Officer 1            | Class Change | 02/07/2020 |
| ^Ogle, Justen W.                 | Police Officer 1            | Class Change | 02/07/2020 |
| ^Porter, Joshua Thomas<br>Cooper | Police Officer 1            | Class Change | 02/07/2020 |
| ^Ross, Jacob M.                  | Police Officer 1            | Class Change | 02/07/2020 |
| ^Scott, Beri Seymone             | Police Officer 1            | Class Change | 02/07/2020 |
| ^Shaffer, Jordan Keith           | Police Officer 1            | Class Change | 02/07/2020 |
| ^Sipos, Michael Boyce            | Police Officer 1            | Class Change | 02/07/2020 |
| ^Starbuck, Savannah Jane         | Police Officer 1            | Class Change | 02/07/2020 |
| ^Turcios, Kelly I.               | Police Officer 1            | Class Change | 02/07/2020 |
| ^Van Lierop, Cameron Scot        | Police Officer 1            | Class Change | 02/07/2020 |
| ^Ward, Tanner Austin             | Police Officer 1            | Class Change | 02/07/2020 |
| ^Whitaker, Blake A.              | Police Officer 1            | Class Change | 02/07/2020 |
| Norman, Whitney Renee            | Police Operations Analyst 2 | Promotion    | 02/01/2020 |

**\*Department transfer from MCC (Non-CS) to Police****^Class change from Police Officer Trainee to Police Officer 1****Public Library**

|                         |                |          |            |
|-------------------------|----------------|----------|------------|
| King, LeeAnn            | Security Guard | New Hire | 02/24/2020 |
| Ulm, Irwin Anderson Jr. | Security Guard | New Hire | 02/24/2020 |

**Public Works**

|                       |                             |           |            |
|-----------------------|-----------------------------|-----------|------------|
| Graham, Chanell N.    | Admin Svcs Officer 3        | Promotion | 02/24/2020 |
| Stratton, Mario D.    | Maintenance & Repair Worker | Re-hire   | 02/10/2020 |
| Wilkinson, Chris Eric | Maintenance & Repair Worker | New Hire  | 02/24/2020 |
| Brown, Jerry L.       | Technical Specialist 2      | Promotion | 02/10/2020 |

**Water services**

|                         |                           |                               |            |
|-------------------------|---------------------------|-------------------------------|------------|
| Snyder, Susan K.        | Cust Svc Supv             | Promotion                     | 02/08/2020 |
| *Townsend, Thalia R.    | Office Support Rep Sr     | Voluntary Reduction in Salary | 02/06/2020 |
| Scruggs, Sapriya Andrea | Public Info Rep           | Re-hire                       | 02/08/2020 |
| Davis, Tamarez J.       | Utility Maintenance Tech  | Re-hire                       | 02/08/2020 |
| Moore, Shawn J.         | Utility Maintenance Tech  | Re-hire                       | 02/08/2020 |
| Romkee, Daren D.        | Utility Maintenance Tech  | New Hire                      | 02/08/2020 |
| Ferrari, Peter M.       | Utility Services Asst Mgr | Promotion                     | 02/08/2020 |
| Ward, Jonathan B.       | Utility Services Asst Mgr | Promotion                     | 02/08/2020 |

**\*Voluntary Reduction in grade from Customer Service Supv (ST11) to Office Support Rep Sr (ST6)**

**MOTION: After some discussion, Commissioner North moved for approval of the Appointments as listed. Commissioner Sanders seconded, and the Commission approved without objection.**

**(C)TERMINATIONS/PENSIONS**

| NAME                      | CLASSIFICATION                               | TYPE        | DEPARTMENT       | DATE       |
|---------------------------|--|-------------|------------------|------------|
| Jones, Mattie M.          | Property Stan Insp 1<br>Fire Services Deputy | Resignation | Codes            | 02/07/2020 |
| Manning, Lenny A.         | Director                                     | Retirement  | Fire             | 02/14/2020 |
| Coley, Shannon T.         | Automotive Mechanic                          | Retirement  | General Services | 02/21/2020 |
| Curle, Okie J. Jr         | Automotive Mechanic-Cert                     | Resignation | General Services | 02/14/2020 |
| Pennington, Trena         | Human Resource Analyst 2                     | Retirement  | Human Resources  | 11/16/2019 |
| Sykes, Jerry W. Jr        | Info Sys Comm Analyst 1                      | Resignation | ITS              | 02/07/2020 |
| Hlad, John A.             | Info Systems App Analyst 3                   | Retirement  | ITS              | 02/21/2020 |
| Searcy, Roger M.          | Information Sys Oper Tech 1                  | Retirement  | ITS              | 02/14/2020 |
| West, Maria C.            | Information Sys Oper Tech 1                  | Resignation | ITS              | 02/06/2020 |
| Hatchett, Mario F.        | Program Coord                                | Resignation | Parks            | 01/27/2020 |
| Scruggs, Dormonique S. Y. | Recreation Leader                            | Resignation | Parks            | 01/11/2020 |
| Gray, James A.            | Special Projects Mgr                         | Retirement  | Parks            | 02/01/2020 |
| Siewers, Helen T.         | Technical Specialist 1                       | Resignation | Parks            | 02/01/2020 |
| Brooks, Duane A.          | Police Officer 2                             | Retirement  | Police           | 02/18/2020 |
| Hockett, Tevares N.       | Police Officer 2                             | Dismissal   | Police           | 12/17/2019 |
| Johnston, Stephen Francis | Police Officer 2                             | Resignation | Police           | 02/15/2020 |
| McCollum, Gene L.         | Police Officer 2                             | Resignation | Police           | 02/13/2020 |
| Ramirez, Andrew Geovanni  | Police Officer 2                             | Resignation | Police           | 02/28/2020 |
| Wade, Russell N.          | Police Officer 2                             | Resignation | Police           | 02/15/2020 |
| Brooks, Robert G.         | Circulation Supv                             | Resignation | Public Library   | 02/06/2020 |
| Bowers, Terry             | Custodian                                    | Retirement  | Public Library   | 02/21/2020 |
| Ramey, Andreas R.         | Library Assoc 1                              | Resignation | Public Library   | 02/14/2020 |
| Glass, Traci L.           | Library Mgr 2                                | Resignation | Public Library   | 02/11/2020 |
| Sawyers, Wydell Jr.       | Equipment Operator                           | Resignation | Public Works     | 02/06/2020 |
| Rabasca, George R.        | Skilled Craft Worker 1                       | Retirement  | Public Works     | 01/28/2020 |
| Corbett, Jacob L.         | Correctional Officer 1                       | Resignation | Sheriff          | 02/10/2020 |
| Dawson, Deshaun L.        | Correctional Officer 1                       | Resignation | Sheriff          | 01/29/2020 |
| Douglas, Steve Jr.        | Correctional Officer 1                       | Resignation | Sheriff          | 02/01/2020 |
| Wright, Daniel R.         | Correctional Officer 1                       | Resignation | Sheriff          | 02/05/2020 |
| Fairell, Toddia T.        | Correctional Officer 2                       | Resignation | Sheriff          | 02/07/2020 |
| Tidwell, Andrew W.        | Correctional Officer 2                       | Resignation | Sheriff          | 02/03/2020 |
| Ricketts, Phuong N.       | Finance Mgr                                  | Retirement  | Social Services  | 01/31/2020 |
| Smith, Duane K.           | Program Spec 3                               | Resignation | Social Services  | 02/14/2020 |
| Webb, Wandria S.          | Social Worker Senior                         | Resignation | Social Services  | 02/14/2020 |
| Bradley, Courtney D.      | Application Tech 3                           | Resignation | Water Services   | 02/20/2020 |
| Ballard, Gregory A.       | Engineer 3                                   | Retirement  | Water Services   | 02/21/2020 |
| Ledsinger, John B.        | Equipment Operator Senior                    | Resignation | Water Services   | 02/07/2020 |
| Loviza, Emily Alise       | Office Support Rep Sr                        | Retirement  | Water Services   | 02/12/2020 |
| Peeler, Darius            | Treatment Plant Tech 1                       | Resignation | Water Services   | 01/28/2020 |
| Shelton, Stevie Dwan Jr.  | Utility Maintenance Tech Sr                  | Resignation | Water Services   | 02/11/2020 |

**MOTION: After some discussion, Commissioner North moved for approval of the Terminations/Pensions as listed. Commissioner Sanders seconded, and the Commission approved without objection.**

**(D)ELIGIBILITY REGISTER REPORT**

| CLASSIFICATION   | DEPT             | ON LIST | TYPE  | DATE      | EST/ABOLISH |
|--|------------------|---------|-------|-----------|-------------|
| Equipment Operator Senior                              | Water            | 18      | Open  | 2/3/2020  | Establish   |
| Finance Officer 1-Water                                | Water            | 3       | Dept  | 2/3/2020  | Abolish     |
| Office Support Rep Senior                              | Codes            | 73      | Cont. | 2/3/2020  | Establish   |
| IS Advisor 1 - Police/SQL Developer                    | Police           | 13      | Open  | 2/5/2020  | Establish   |
| Circulation Supervisor                                 | Library          | 64      | Open  | 2/6/2020  | Abolish     |
| Utility Services Assistant Manager - Operations        | Water            | 12      | Dept  | 2/6/2020  | Establish   |
| Adm Services Officer - Finance/Payroll                 | Finance          | 1       | Dept  | 2/10/2020 | Establish   |
| Equipment Mechanic                                     | Gen Service      | 4       | Dept  | 2/10/2020 | Establish   |
| Technical Specialist 1-General Services                | Gen Service      | 11      | Open  | 2/10/2020 | Establish   |
| Police Sergeant  | Police           | 49      | Dept  | 2/11/2020 | Establish   |
| Security Guard   | Library          | 110     | Open  | 2/11/2020 | Establish   |
| Department of Emergency Communications<br>Director     | DEC              | 38      | Open  | 2/12/2020 | Establish   |
| IS Applications Technician 1 - Field Engineer          | ITS              | 45      | Open  | 2/12/2020 | Establish   |
| Emergency Telecommunications Officer 1                 | DEC              | 16      | Cont. | 2/13/2020 | Establish   |
| IS Operations Analyst 2 - Field Support Services       | ITS              | 46      | Open  | 2/13/2020 | Establish   |
| Park Police Trainee                                    | Parks            | 140     | Cont. | 2/13/2020 | Establish   |
| Administrative Services Manager                        | Codes            | 113     | Open  | 2/14/2020 | Abolish     |
| Administrative Services Officer 3                      | Public Works     | 4       | Dept  | 2/14/2020 | Establish   |
| IS Advisor 1 - Network Security                        | ITS              | 1       | Dept  | 2/19/2020 | Establish   |
| Maintenance & Repair Worker                            | Public Works     | 28      | Cont. | 2/21/2020 | Establish   |
| Correctional Officer Trainee                           | Sheriff's Office | 15      | Cont. | 2/24/2020 | Establish   |
| IS Applications Analyst 3 - DBA SQL                    | ITS              | 1       | Dept  | 2/25/2020 | Establish   |
| IS Applications Analyst 3 - Pos Control/HCM            |                  |         |       |           |             |
| Cloud Bus Analyst                                      | ITS              | 1       | Dept  | 2/25/2020 | Establish   |
| Treatment Plant Manager-Water                          | Water            | 2       | Dept  | 2/25/2020 | Abolish     |
| Industrial Electronics Technician 1- MWS<br>Operations | Water            | 5       | Cont. | 2/26/2020 | Establish   |
| IS Operations Tech 1 - Service Desk                    | ITS              | 44      | Cont. | 2/27/2020 | Establish   |
| Police Officer Trainee                                 | Police           | 37      | Cont. | 2/27/2020 | Establish   |
| Signal Technician 1                                    | Public Works     | 7       | Open  | 2/27/2020 | Establish   |
| IS Advisors 1 - Radio Communications                   | ITS              | 2       | Dept  | 2/28/2020 | Establish   |

**MOTION: After some discussion, Commissioner North moved for approval of the Eligibility Register Report as listed. Commissioner Sanders seconded, and the Commission approved without objection.**

**DEPARTMENTAL ITEMS****Police Department****Item #1: Chief Steve Anderson request to extend the Police Captain Promotional Register for six months**

Seth Waltenbaugh, HR Analyst was present before the Commission to discuss the request to extend the Police Captain Promotional Register for six months.

**MOTION: After some discussion, Vice-Chairman Corbitt moved to approve to extend the Police Captain Promotional Register for six months. Seconded by, Commissioner North and the Commission approved without objection.**

**Item #2: Chief Steve Anderson request to extend the Police Lieutenant Promotional Register for six months**

Seth Waltenbaugh, HR Analyst was present before the Commission to discuss the request to extend the Police Lieutenant Promotional Register for six months.

**MOTION: After some discussion, Vice-Chairman Corbitt moved to approve to extend the Police Lieutenant Promotional Register for six months. Seconded by, Commissioner North and the Commission approved without objection.**

**HUMAN RESOURCE ITEMS****Item #3: Review of Initial Order Lewis Glenn, Sheriff's Department – Dismissal**

Cindy Gross, Metro Legal Attorney, representing the DCSO was present before the Commission to discuss the Initial Order. Lewis Glenn was not present.

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

**Item #4: Review of Initial Order Chris Templin, Police Department – Suspension/Dismissal**

Tara Ladd, Metro Legal Attorney, representing the MNPD, was present before the Commission to discuss the Initial Order. Chris Templin was not present.

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

**\*\*\*Commissioner Link arrived\*\*\***

**Item #5: Review of Initial Order Quinetta Bartley, Fire Department – Suspension/Demotion**

Quinetta Bartley was not present. Dewey Branstetter, attorney for Quinetta Bartley and Cindy Gross, Metro Legal Attorney, representing NFD were both present before the Commission to discuss the Initial Order. Mr. Branstetter came before the Commission asking to file a brief on behalf of his client and to have the case moved to the April Civil Service Commission meeting. Chairman Farmer stated that he would like for the brief to focus on the Temporary Demotion issued by the Fire Department.



Commissioner Sanders asked Mr. Branstetter why the brief was not filed before during the allotted time given before the CSC meeting and Mr. Branstetter stated that he wanted to come before the Commission to argue the case and then file the brief in the best interest of his client.

Chairman Farmer advised that the Commission is not limited to overruling the ALJ's decisions.

Cindy Gross stated that Mr. Branstetter had until Feb. 3, 2020 to file the briefs and that she is not in agreement with the decision for him to be able to file the briefs and for the case to be continued.

Chairman Farmer advised that the Commission has the discretion to permit Mr. Branstetter to file a brief on behalf of his client.

Commissioner Link advised that since everyone had not reviewed the initial order, that alone was reason enough to defer the issue to the next scheduled meeting in April.

Commissioner Corbitt stated that he was not in agreement that there was good cause to defer the case, but he would support the motion.

**MOTION: After some discussion, Commissioner Link moved to defer the case until the April 14, 2020 Civil Service Commission meeting and gave Mr. Branstetter 10-days to file a brief and Mrs. Gross 15-days to file a responsive brief. Seconded by, Commissioner North and the Commission approved without objection**

**Item #6: Metro Parks and Recreation employee, Ashley Brown, is requesting to extend her IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation**

Seth Waltenbaugh, HR Analyst, Jerry Terfinko, Metro Parks Superintendent and Ashley Brown were all present before the Commission to discuss the request to extend her IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation.

Seth advised the Commission that the department has some discretion when it comes to the rules if the department thinks that continuing the employee on IOD would produce an undue hardship on the department. He spoke with Parks Assistant Director Rick Taylor, who was unable to be in attendance due to the March 3, 2020 tornado, and he stated that it will cause an undue hardship on the department because she is in a trades and labor position.

Mr. Terfinko arrived and spoke to the Commission on behalf of Metro Parks. He spoke to the Commission about the current restrictions Ms. Brown has that causes a hardship on the department.

**MOTION: After some discussion, Commissioner Link moved to approve to extend the requested IOD time until August 18, 2020. Seconded by, Commissioner North and the Commission approved without objection.**

**\*\*\*Chairman Farmer announced the Special Called Meeting for the Pay Plan review which is scheduled to be held March 24, 2020 @ 8:30 am in the Sunny West Conference Room at HOB. \*\*\***

**Item #7: Pay Plan Review for Fiscal Year 2021**

Mike Taylor, Assistant HR Director, Leslie Schuster, Metro Human Resources, Mr. Young, IAFF President, Mr. Rayson, SEIU President and Mr. Smallwood, FOP President, were all present before the Commission to discuss the Pay Plan Review for Fiscal Year 2021.

Chairman Farmer asked if we were looking at 2% COLA across the board and changes to classifications and Mr. Taylor agreed that this information was correct.

Last 10 years of COLA increases were tracked and this was used to determine the COLA that was proposed. Plan was reviewed with the Finance department and they concurred with the proposal, per Mr. Taylor.

HR Director, Shannon Hall addressed the Commission and advised them that a representative from the Finance Department was planning to be in attendance at today's meeting, but the with March 3 tornado they are all hands-on deck assisting the City. The information was shared with the Finance Department and they are ok with what was proposed and are working to make sure the funding is available to approve the pay plan.

Chairman Farmer advised that this was an informational session and no voting is required and he asked if anyone wanted to be heard on this matter.

Commissioner Link asked a question about the 2% and asked if the time has been exhausted from the initial pay plan.

Mark Young advised that he disagreed with what was presented in the pay plan.

Mike Taylor asked that if the union reps disagreed or had changes that it be discussed today so that any changes needed can be made and approved before the special called meeting.

Commissioner Link asked that we not wait until weeks before the pay plan has to be submitted to have this discussion in the future.

Union reps each spoke about what their concerns were with the proposed pay plan and how they would like to see it better benefit the employees of Metro.

Commissioner Sanders made a recommendation for the union reps and HR to meet again before the March 24<sup>th</sup> meeting.

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

**Item #8: Revisions to Job Descriptions- New Classifications to be created with the FY 2021 Pay Plan**

Mike Taylor, Assistant HR Director, was present before the Commission to discuss the revisions to Job Descriptions-New Classifications to be created with the FY 2021 Pay Plan.

**MOTION: After some discussion, Commissioner North moved to approve the Revisions to Job Descriptions- New Classifications to be created with the FY 2021 Pay Plan. Seconded by , Vice-Chairman Corbitt and the Commission approved without objection.**

**Item #9: Revisions to Job Descriptions- Metro Water**

- Utility Environmental Compliance Officer 1
- Utility Environmental Compliance Officer 2
- Utility Environmental Compliance Officer 3
- Utility Water Quality Analyst 2
- Utility Water Quality Analyst 3
- Utility Engineering Technician Senior

Aaron Shelton, HR Analyst, and Sonny Lyons, Assistant Director MWS, were both present before the Commission to discuss revisions to Job descriptions for Metro Water.

**MOTION: After some discussion, Commissioner North moved to approve the Revisions to Job Descriptions for Metro Water. Seconded by , Commissioner Link and the Commission approved without objection.**

**Item #10: Notification and Update for the Metro Water Services Target Forward Program**

Aaron Shelton, HR Analyst, and Sonny Lyons, Assistant Director MWS, were both present before the Commission to discuss revisions to Job descriptions for Metro Water. During the discussion Aaron asked the Commission for approval to begin phase 2 of the Target Forward Program in April 2020.

**MOTION: After some discussion, Commissioner North moved to approve Phase 2 of the Target Forward Program to begin April 2020. Seconded by , Vice-Chairman Corbitt and the Commission approved without objection.**

**Item #11: Revisions to Civil Service Policy regarding Targeting**

Aaron Shelton, HR Analyst, was present before the Commission to discuss revisions to the Civil Service Policy 5.6 B-I regarding Targeting.

Commissioner Sanders asked about the approval process in section 4 of the policy. Shannon Hall and Mike Taylor advised that HR director makes the approval but noted that all revisions to job descriptions are approved by the Commission. Commissioner Sanders asked that the policy be updated to reflect that the decision maker be the Director of HR.

**MOTION: After some discussion, Commissioner Sanders moved to approve Revisions to Civil Service Policy regarding Targeting. Seconded by , Commissioner North and the Commission approved without objection.**

**Item #12: Request for public hearing on Revisions to Civil Service Rules- Ch. 7, Police Department Special Provisions**

Seth Waltenbaugh, HR Analyst, was present before the Commission to request a public hearing on Revisions to Civil Service Rules- Ch. 7, Police Department Special Provisions. This revision will be to add 1 floating holiday to the Police Department's Special Provisions.

**MOTION: After some discussion, Commissioner North moved to approve the Request for public hearing on Revisions to Civil Service Rules- Ch. 7, Police Department Special Provisions which will be held at the April Civil Service Commission Meeting. Seconded by , Commissioner Link and the Commission approved without objection.**

**Item #13: Request for approval to conduct a Benefit Board Election for General Government Representative on May 19, 2020**

Seth Waltenbaugh, HR Analyst, was present before the Commission to request approval to conduct a Benefit Board Election for General Government Representative on May 19, 2020.

**MOTION: After some discussion, Commissioner Link moved to approve the Request to conduct a Benefit Board Election for General Government Representative on May 19, 2020. Seconded by, Commissioner North and the Commission approved without objection.**

**Item #14: Administrative Law Judge 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.**

**Item #15: Human Resource Updates**

HR Director Shannon Hall informed the Commission about the Tornado Relief efforts that the Metro Departments are working on. She also informed them about the job fair with the Special Projects team and Martha O'Bryan that took place on February 20, 2020. Also, she reminded everyone about the Special Called Pay Plan meeting that is to be held Tuesday, March 24, 2020 @ 8:30 am at HOB in the Sonny West Conference Room.

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

**Item #16: Communiques from the public on pending hearings**

Commissioners received a Communique in reference to medical waiver for Fire Recruit Applicant AB.

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

**Item #17: Appeal for Medical Disqualification, AB, Applicant for Fire Recruit**

Applicant AB was not present. Civil Service Medical Examiner Gill Wright and applicant AB parents Sharon and Jim Banks were present before the Commission to discuss the appeal. The Civil Service Medical Examiner recommended denial of the appeal.

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

**Item #18: Appeal for Medical Disqualification, JB, Applicant for Police Officer Trainee**

Applicant JB was not present Seth Waltenbaugh, HR Analyst 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 waiver. Seconded by Commissioner North and the Commission approved without objection.**

**Item #19: Appeal for Medical Disqualification, MH, Applicant for Police Officer Trainee**

Applicant MH was not present. Seth Waltenbaugh, HR Analyst 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 waiver. Seconded by Commissioner Link and the Commission approved without objection.**

**LATE ITEMS****Item #1: HR Director, Shannon B. Hall, requesting additional administrative leave time for Metro Employees impacted by the March 2020 Tornado and CoVID-19**

Mike Taylor, Assistant HR Director was present before the Commission to request additional administrative leave time for Metro Employees impacted by the March 2020 Tornado and CoVID-19.

**MOTION: After some discussion, Commissioner North moved to approve up to an additional 20 days of administrative leave time for Metro Employees impacted by the March 2020 Tornado and CoVID-19. Seconded by, Commissioner Sanders and the Commission approved without objection.**

**Item #2: Appeal of Medical Disqualification: AH, Applicant for Fire Recruit**

Applicant AH 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 waiver. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.**

**Item #3: Appeal of Medical Disqualification: CB, Applicant for Fire Recruit**

Applicant CB 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 waiver. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.**

**Item #4: Appeal of Medical Disqualification: KS, Applicant for Fire Recruit**

Applicant KS 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 Link moved to deny the request for waiver. Seconded by Commissioner North and the Commission approved without objection.**

*With nothing further, the regular meeting adjourned at 11:50 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**