



METROPOLITAN CIVIL SERVICE COMMISSION

MINUTES

Date: August 11, 2020

Time: 8:30 a.m.

Place: This meeting took place via teleconference and was broadcast through the Metro Nashville Network, (MNN), on the MNN2 live stream at (stream.nashville.gov)

MEMBERS PRESENT: 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

Vice-Chairman Corbitt called the meeting to order in Chairman Farmer's absence. Vice-Chairman Corbitt then notified the Commissioners that there will need to be a vote to deem the electronic meeting necessary to conduct essential business in light of the COVID-19 outbreak. Commissioner Sanders made a motion to conduct the meeting electronically and Commissioner Link seconded. Roll was called and Commissioners Sanders, Link and Vice-Chairman each voted to conduct the meeting electronically. Commissioner North did not vote on this item because she was being assisted with joining the call.

Commissioner Sanders made a motion to approve the updated July 11, 2020 Civil Service Commission meeting minutes. Commissioner North seconded. Roll was called and Commissioners Sanders, Link and North each voted to approve the July minutes.

Vice-Chairman Corbitt acknowledged the following union representatives in attendance: Mark Young (IAFF Local140), James Smallwood (FOP), and Maura Lee Albert was in attendance for SEIU

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(B) APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
Human Resources			
Lee, Leigh Anne	Human Resources Analyst 3	New Hire	07/28/2020
Information Technology Services			
Donnell, Michael E.	Information Sys Oper Analyst 3	Promotion	07/27/2020
Gage, Cody D.	Information Sys Oper Tech 1	New Hire	07/12/2020
Parks			
*Shelton, Aaron L.	Human Resources Admin	Department transfer/Promotion	07/13/2020
Bergmiller, Brent A.	Maintenance & Repair Leader	Promotion	07/24/2020
* Department transfer from Human Resources (HR Analyst 3, OR5) to Parks (HR Admin, OR7)			
Police			
Matney, Mackenzie Denyse	Crime Lab Forensic Scientist 1	Promotion	07/16/2020
Blaisdell, Joshua K.	Police Captain	Promotion	07/01/2020
Greene, Dwayne T.	Police Commander	Promotion	07/01/2020
Dooley, Harrison C.	Police Lieutenant	Promotion	07/01/2020
Williams, Brian J.	Police Lieutenant	Promotion	07/01/2020
Richards, Crystal Janice	Police Operations Coord 2	New Hire	07/16/2020
Irvin, Peyton William	Police Security Guard 1	New Hire	07/13/2020
Carrick, Steven B.	Police Sergeant	Promotion	07/01/2020
Dugre, Brian L.	Police Sergeant	Promotion	07/01/2020
Evans, Matthew R.	Police Sergeant	Promotion	07/01/2020
Holden, Christopher M.	Police Sergeant	Promotion	07/01/2020
Masteller, Jacob L.	Police Sergeant	Promotion	07/01/2020
Morgan, Kristen R.	Police Sergeant	Promotion	07/01/2020
Pedrotty, Andrew P.	Police Sergeant	Promotion	07/01/2020
Spees, Benjamin L.	Police Sergeant	Promotion	07/01/2020
Public Works			
Hogue, Jamie L.	Equipment Operator	Promotion	06/29/2020
Jerrell, Dusten S.	Equipment Operator	Promotion	06/29/2020
Jones, Reginald	Maint & Repair Supv	Promotion	07/13/2020
Amos, Rodney L.	Maintenance & Repair Worker	Re-hire	06/29/2020
Barlows, Nathan C.	Maintenance & Repair Worker	New Hire	06/29/2020
Coleman, Darien R.	Maintenance & Repair Worker	Re-hire	06/29/2020
Esaw, Kemicheal D.	Maintenance & Repair Worker	New Hire	06/29/2020
Gaither, Isaac W.	Maintenance & Repair Worker	New Hire	06/29/2020
Hodges, Phillip T.	Maintenance & Repair Worker	New Hire	06/29/2020
Horner, Matthew C.	Maintenance & Repair Worker	New Hire	06/29/2020
Jordan, Bobby J.	Maintenance & Repair Worker	New Hire	06/29/2020
Kemper, William M.	Maintenance & Repair Worker	New Hire	06/29/2020

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
Starks, Cierra Quanshae	Emer Telecomm Off 1	Resignation	DEC	07/09/2020
Root, Daneille	Emer Telecom Off 2	Resignation	DEC	07/12/2020
Thomas, Lawsonroy A.	Emer Telecomm Off 3	Resignation	DEC	06/30/2020
McGuire, Sean P.	Finance Asst Dir	Resignation	Finance	07/03/2020
Davis, Karen M.	Procurement Officer 2	Resignation	Finance	07/15/2020
Boston, Ray S. Jr	Fire Captain	Retirement	Fire	07/15/2020
Najarro, Ruben E.	Fire Captain	Retirement	Fire	07/14/2020
Waggoner, Michael P.	Fire Captain	Retirement	Fire	07/14/2020
Demay, Daniel J. III	Fire Fighter 2	Resignation	Fire	07/01/2020
Hoffman, Richard A. Jr	Fire Fighter 2	Retirement	Fire	07/16/2020
Moat, Brian J.	Fire Fighter/Paramedic	Retirement	Fire	07/30/2020
Lacy, Leonard C. III	Info Systems Div Mgr	Resignation	Fire	07/10/2020
Richburg, Natoyia C.	Paramedic 2	Resignation	Fire	07/07/2020
Smith, Terry L.	Paramedic 2	Retirement	Fire	07/04/2020
Lansky, Jay D.	Admin Svcs Officer 4	Retirement	General Services	70/16/2020
Campeotto, Michael C.	Aquatics Coord	Resignation	Parks	07/04/2020
Hanifan, Scott C.	Bldg Maint Lead Mechanic	Dismissal	Parks	07/20/2020
Chandler, Jeff	Maint & Repair District Supv	Retirement	Parks	07/10/2020
Terfinko, Jerry J.	Parks & Recreation Supt	Retirement	Parks	07/24/2020
Jones, Julian D.	Recreation Leader	Resignation	Parks	07/14/2020
Manuel, William P.	Recreation Leader	Resignation	Parks	07/24/2020
Arichavala Centeno, Sofia Alejandra	Crime Lab Forensic Scientist 1	Resignation	Police	07/11/2020
McReynolds, Garry L.	Info Systems App Analyst 3	Retirement	Police	07/15/2020
Duncan, Stacey Ann	Office Support Spec 2	Resignation	Police	07/11/2020
Johnson, Brian P.	Police Dpty Chief	Retirement	Police	06/30/2020
Dale, Joshua Michael	Police Officer 2	Resignation	Police	07/13/2020
Johnson, Burl E. Jr	Police Officer 2	Retirement	Police	07/02/2020
Kersten, Samuel A.	Police Officer 2	Resignation	Police	07/31/2020
Miller, Benjamin A.	Police Officer 2	Resignation	Police	07/17/2020
Norris, Matthew T.	Police Officer 2	Resignation	Police	07/17/2020
Rardin, Brandon E.	Police Officer 2	Resignation	Police	07/04/2020
Redford, Joanna Lynn	Police Officer 2	Resignation	Police	07/29/2020
Smith, Sandra A.	Police Officer 2	Retirement	Police	07/31/2020
Upchurch, Michael T.	Police Officer 2	Resignation	Police	07/31/2020
Cahill, Larry J. Jr	Police Sergeant	Retirement	Police	07/11/2020
Thomas, Adam R.	Police Sergeant	Retirement	Police	07/13/2020
Yamini, Omid	Circulation Assistant	Resignation	Public Library	07/24/2020
Odom, Lawrence	Custodian	Retirement	Public Library	07/24/2020
Brown, Kenneth	Maintenance & Repair Worker	Resignation	Public Works	07/08/2020
Frey, Jermaine Lamar	Maintenance & Repair Worker	Resignation	Public Works	07/01/2020
Wilson, Jonathan B. II	Maintenance & Repair Worker	Resignation	Public Works	07/09/2020
Bruce, Matthew R.	Safety Inspector 2	Resignation	Public Works	07/09/2020
Beynon, James H. II	Correctional Officer 1	Resignation	Sheriff	05/28/2020

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Hickenbottom, Dayton K.	Correctional Officer 1	Resignation	Sheriff	05/26/2020
Totten, Kaitlynn R	Correctional Officer 1	Resignation	Sheriff	07/12/2020
Williams, Darien J	Correctional Officer 1	Resignation	Sheriff	07/13/2020
Young, William Joshua	Correctional Officer 1	Resignation	Sheriff	07/21/2020
Weber, Rachel M	Engineer in Training	Resignation	Water Services	07/08/2020

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
Administrative Services Officer 3-Arts Program & Evaluation	Arts Commission	70	Open	07/01/2020	Establish
Police Security Guard 1	Police	155	Cont	07/07/2020	Establish
Human Resources Administrator	Parks	84	Open	07/08/2020	Establish
Maintenance & Repair Supervisor- Signals/Signs	Public Works	1	Dept	07/09/2020	Establish
Aquatics Coordinator	Parks	8	Open	07/14/2020	Abolish
Equipment Shop Supervisor	General Services	1	Dept	07/16/2020	Abolish
Finance Manager	Finance	2	Dept	07/16/2020	Abolish
Equipment & Supply Clerk Senior	Fire	33	Open	07/20/2020	Abolish
Library Manager 2-Teen Services	Public Library	15	Open	07/20/2020	Abolish
Maintenance & Repair Leader-Grounds	Parks	8	Dept	07/20/2020	Establish
Procurement Officer 2-Buyer	Finance	1	Dept	07/20/2020	Establish
Utility Equipment Operator - Dump Truck	Water	12	Open	07/21/2020	Establish
Veterans Services Officer	Human Resources	42	Open	07/21/2020	Abolish
Crime Lab Forensic Scientist 3 - Biology	Police	1	Cont	07/23/2020	Establish
Office Support Specialist 2-Police/Payroll	Police	176	Open	07/24/2020	Abolish
Human Resources Analyst 1	Human Resources	186	Cont	07/28/2020	Establish
Parking Patrol Officer 1	Public Works	168	Open	07/28/2020	Abolish
Police Officer Trainee	Police	85	Cont	07/28/2020	Establish
IS Operations Technician 1 - Asset Inventory	ITS	65	Open	07/29/2020	Establish
Correctional Officer Trainee	Sheriff's Office	7	Cont	07/30/2020	Establish
Program Specialist 3 - Social Services	Social Services	42	Open	07/30/2020	Establish
Social Worker	Social Services	127	Open	07/30/2020	Establish
Social Worker Senior	Social Services	11	Open	07/30/2020	Establish

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

DEPARTMENTAL ITEMS**Metro Codes****Item #1: Metro Codes Administration Director William Herbert is requesting an Open Range salary increase for Administrative Services Officer 3 Debbie Lifsey, to be effective August 17, 2020.**

Monica Anderson, HR Analyst, Bill Herbert, Director of Codes and Emily Lamb, Codes, were all present before the Commission to discuss the Open Range salary increase request.

MOTION: After some discussion, Commissioner Sanders moved to approve the request for an Open Range salary request for Administrative Services Officer 3 Debbie Lifsey. Seconded by Commissioner Link and the Commission approved without objection.

Item #2: Metro Codes Administration Director William Herbert is requesting Civil Service approval for a step increase for Clint Harper, Zoning Examiner

Monica Anderson, HR Analyst, Bill Herbert, Director of Codes and Emily Lamb, Codes, were all present before the Commission to discuss the step increase request.

MOTION: After some discussion, Commissioner North moved to approve the request for a step increase for Clint Harper, Zoning Examiner. Seconded by Commissioner Link and the Commission approved without objection.

Metro Water**Item #3: Metro Water Services Director Scott Potter requests an Open Range salary increase for the Special Assistant to the Director, John Honeysucker, to be effective August 17, 2020.**

Kevin Palmissano, HR Analyst and John Kennedy, Metro Water, were both present before the Commission to discuss the Open Range Salary Increase request.

MOTION: After some discussion, Commissioner Link moved to approve the request for the Open range salary increase for the Special Assistant to the Director, John Honeysucker, to be effective August 17, 2020. Seconded by Commissioner North and the Commission approved without objection.

HUMAN RESOURCE ITEMS**Item #4: Davidson County Sheriff's Office employee Alyson Ruluked is requesting to extend her IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation**

Seth Waltenbaugh, HR Analyst was present before the Commission to address the request to extend Alyson Ruluked's IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation.

MOTION: After some discussion, Commissioner North moved to approve to extend the requested IOD time until February 14, 2021. Seconded by Commissioner Sanders and the Commission approved without objection.

Item #5: Metro Nashville Police Department employee Christopher Jones is requesting to extend his IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation

Seth Waltenbaugh, HR Analyst was present before the Commission to address the request to extend Christopher Jones IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation.

MOTION: After some discussion, Commissioner North moved to approve to extend the requested IOD time until December 10, 2020. Seconded by Commissioner Sanders and the Commission approved without objection.

Item #6: Nashville Fire Department employee Joe D Hill is requesting to extend his IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation

Monica Anderson, HR Analyst was present before the Commission to address the request to extend Joe D. Hill's IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation.

MOTION: After some discussion, Commissioner North moved to approve to extend the requested IOD time until November 9, 2020. Seconded by Commissioner Link and the Commission approved without objection.

Item #7: A request to amend the current pay plan to add the following classifications:

Leslie Schuster, HR was present before the Commission to discuss adding the following classifications to the current pay plan.

- Chief Diversity Equity and Inclusion Officer
- Workforce Diversity Manager

Leslie Schuster, HR was present before the Commission to discuss adding the following classifications to the current pay plan.

MOTION: After some discussion, Commissioner North moved to approve the addition of the following classifications to the current pay plan. Seconded by Commissioner Sanders and the Commission approved without objection.

Item #8: Revisions to Job Description for Metro Water Service

Kevin Palmissano, HR Analyst and John Kennedy, Metro Water, were both present before the Commission to discuss the revisions to the job descriptions.

- Utility Compliance Inspector 1 Job Description
- Utility Compliance Inspector 2 Job Description
- Utility Compliance Inspector 3 Job Description

MOTION: After some discussion, Commissioner North moved to approve the revisions to the job descriptions. Seconded by Commissioner Sanders and the Commission approved without objection.

Item #9: 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.

Item #10: Human Resource Updates

HR Director Shannon Hall introduced 2 new members of the HR team, Leann Lee (Employee Relations) and Lauren Strahorn (Recruitment). She also informed the Commission about Juneteenth being recognized as a nonpaid Metro Holiday. She also gave an update to Vice-Chairman Corbitt about the Hazard Pay and how the departments were keeping track of qualified employees. An update about the Sheriff's Office transition and job applications and promotions was also given to Commissioner Link.

ACTION: This was for a report only.

Item #11: Communiques from the public on pending hearings

ACTION: This was for report only.

Item #12: Appeal of Medical Disqualification, DK, Applicant for Police Officer Trainee

Applicant DK was not present. 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 waiver. Seconded by Commissioner Sanders and the Commission approved without objection.

Item #13: Appeal of Medical Disqualification, DP, Applicant for Police Officer Trainee

Applicant DP was not present. 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 Link moved to approve the request for waiver. Seconded by Commissioner Sanders and the Commission approved without objection.

Item #14: Appeal of Medical Disqualification, JB, Applicant for Police Officer Trainee

Applicant JB was not present. 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 Link moved to approve the request for waiver. Seconded by Commissioner North and the Commission approved without objection.

Item #15: Appeal of Medical Disqualification, KS, Applicant for Police Officer Trainee

Applicant KS was not present. 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 Sanders moved to approve the request for waiver. Seconded by Commissioner North and the Commission approved without objection.

Item #16: Appeal of Medical Disqualification, OS, Applicant for Police Officer Trainee

Applicant OS was not present. 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 Link moved to approve the request for waiver. Seconded by Commissioner Sanders and the Commission approved without objection.

Item #17: Appeal of Medical Disqualification, SK, Applicant for Police Officer Trainee

Applicant SK was not present. 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 Sanders moved to approve the request for waiver. Seconded by Commissioner Link and the Commission approved without objection.

Item #18: Appeal of Medical Disqualification, ZW, Applicant for Police Officer Trainee

Applicant ZW and Civil Service Medical Examiner Gill Wright were both 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 by a vote of 2-0 as follows: Commissioner North and Commissioner Sanders voted for the motion; and Commissioner Link abstained.

With nothing further, the regular meeting adjourned at 9:35 a.m.

ATTEST:

APPROVED:

Shannon B. Hall, Director
Secretary to the Commission

William H. Farmer, Chairman
Civil Service Commission