



# METROPOLITAN CIVIL SERVICE COMMISSION

## MINUTES

**Date:** August 09, 2022

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

**Place:** MNPS Board of Education  
Boardroom  
2601 Bransford Ave  
Nashville, Tennessee 37204

**MEMBERS:** William H. Farmer, D. Billye Sanders, Jo Ann North, Alysia Jones, and Ethan Link **(not present)**

Chairman Farmer called the meeting to order and asked if there were any corrections or additions to the minutes of the last Regular meeting on July 21, 2022. Vice-Chair Sanders requested that the minutes reflect her request for DCSO to speak about their procedures with female inmates. Vice-Chair Sanders moved to accept the July 14, 2022, minutes. Seconded by Commissioner Jones and the Commission approved without objection. Chairman Farmer acknowledged the union representatives in attendance for the FOP and SEIU. He then asked the Commissioners if they had received any Communiques from the public.

Nicki Eke read the memorandum pertaining to the Metropolitan Code of Laws 2.68.030 – pursuant to Ordinance

<b>APPOINTMENTS</b>	<b>PG. 2-4</b>
<b>TERMINATIONS/PENSIONS</b>	<b>PG. 4-5</b>
<b>ELIGIBILITY REGISTER REPORT</b>	<b>PG. 5-6</b>
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**(A) APPOINTMENTS**

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Date</u>
<b>Codes Department</b>			
*Douglas, Rhonda S.	Admin Svcs Officer 3	Department transfer	07/25/2022
Gregory, Justin T.	Mech/Gas Inspector 1	New Hire	07/25/2022
^Owen, Nicholas B.	Property Stan Insp 1	Department transfer/Promotion	07/11/2022
**Spurlock, Charles D.	Property Stan Insp 1	Department transfer/Promotion	07/11/2022
Teague, James D.	Property Stan Insp 1	New Hire	07/11/2022
**Townsend, Jesse R.	Property Stan Insp 1	Department transfer/Class change	07/11/2022
Dodd, William E.	Special Asst To The Dir	New Hire	07/11/2022

\*Department transfer from Finance to Codes, same classification

^Department transfer from Water (Utility Maint Tech, TG7) to Codes (Prop Standards Insp, ST9)

\*\*Department transfer from NDOT (Equipment Operator Sr, TG12) to Codes (Prop Standards Insp, ST9)

**Fire**

Armstrong, Ricki A.	Fire Arson Investigator	Promotion	07/16/2022
Torzilli, John T.	Fire Arson Investigator	Promotion	07/16/2022
Williams, Patrick L.	Fire Marshal-Asst	Promotion	07/16/2022
Young, Chad A.	Fire Marshal-Asst	Promotion	07/16/2022
*Weldon, Merri Noel	Office Support Spec 1	Department transfer/Transfer to CS	07/01/2022

\*Department transfer from Juvenile Court to Fire, same classification

**Juvenile Court**

Robertson, Jessica L.	Probation Officer 3	Promotion	07/11/2022
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**Municipal Auditorium**

Thompson, Aaron M.	Bldg Maint Mechanic	New Hire	07/09/2022
Ross, Gatlin M.	Event Set Up Leader	New Hire	07/09/2022

**Parks**

*Mitchell, Joseph L	Bldg Maint Lead Mechanic	Department transfer/Promotion	06/27/2022
Day, Brian L	Maint & Repair Supv	Promotion	07/13/2022
^Bracht, Michael J II	Maintenance & Repair Worker	Transition To Civil Service	07/08/2022
Dees, Henry S	Maintenance & Repair Worker	Re-hire	07/15/2022
King, William Dewayne	Maintenance & Repair Worker Se	Re-hire	07/15/2022
Jackson, Tamatha Angelanette	Office Support Rep Sr	Re-hire	07/01/2022
Thompson, Brian A	Park Police Sergeant	Promotion	07/08/2022
Ashford, Allison M	Program Coord	Re-hire	06/27/2022

\*Department transfer from Water (Customer Service Field Rep (ST7) to Parks (Bldg Maint Lead Mech, TL14)

^Transition to CS from seasonal status

**Planning**

*Albright, Richel	Administrative Svcs Mgr	Department transfer	07/25/2022
^Guenther, Kati	Finance Administrator	Department transfer	07/25/2022

\*Department transfer from Codes to Planning, same classification

^Department transfer from Finance to Planning, same classification

## CIVIL SERVICE COMMISSION

08/09/2022-3

Police

Cunningham, Mandy	Admin Svcs Officer 4	Promotion	06/30/2022
Elkins, Lindsley D.	Admin Svcs Officer 4	Promotion	06/30/2022
Jamison, Teressa A.	Admin Svcs Officer 4	Promotion	06/30/2022
Mccollum, Adrienne L.	Crime Lab Forensic Scientist 1	Promotion	06/30/2022
Walker, Delanie Paige	Crime Lab Forensic Scientist 1	Promotion	07/16/2022
Kent, Monica J.	Crime Lab Forensic Supv	Promotion	06/30/2022
Andrews, Nickolas Benjamin	Police Officer 2	New Hire	07/16/2022
**Masteller, Jacob L.	Police Officer 2	Reinstate-Disciplinary	06/30/2022
Mikles, Christopher R.	Police Officer 2	New Hire	06/30/2022
*Powell, Timothy J.	Police Officer 2	Return From pension	06/30/2022
Remson, Joseph Frank III	Police Officer 2	New Hire	06/30/2022
Tolzmann, Mitchell J.	Police Officer 2	Re-Employment	06/30/2022
Tucker, Forrest Trevor	Police Officer 2	New Hire	07/16/2022
Ferris, Reva A.	Police Operations Coord 2	Promotion	06/16/2022
Dinning, Jennifer Leigh	Police Operations Supv	Promotion	06/30/2022
^Elkins, Lindsley D.	Professional Spec	Voluntary Reduction in Salary grade	07/16/2022
Morley, Matthew D.	Special Projects Mgr	Promotion	06/16/2022

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

**^Voluntary reduction from ASO 4 (OR5) to Professional Specialist (OR4)**

**\*\*Reinstated to Police Officer 2 from Police Sgt due to disciplinary action**

Public Library

*Islam, Mohammad A.	Bldg Maint Mechanic	Department transfer	07/11/2022
Dew, Haley M.	Circulation Assistant	New Hire	07/11/2022
Forsythe, Meade S.	Circulation Assistant	New Hire	07/11/2022
Grabish, Myriah J.	Circulation Assistant	New Hire	07/11/2022
McLean, Evelyn C.	Circulation Assistant	New Hire	07/11/2022
^Powell, Stephanie Michelle	Circulation Assistant	Voluntary Reduction in Salary grade	07/11/2022
Thomas, Angela L.	Circulation Assistant	New Hire	07/11/2022
**Menifee, Steven L.	Custodian	Department transfer/Transition to CS	07/25/2022
Janes, Elizabeth A.	Program Spec 2	Promotion	07/11/2022
Holt, Eric J.	Security Guard	New Hire	07/11/2022

**\*Department transfer from Mun Auditorium to Library, same classification**

**^Voluntary reduction in grade from Security Guard (ST6) to Circulation Asst (ST5)**

**\*\*Department transfer from MAC (Custodian) to Library (Custodian)**

Public Works

Russell, Adrienne P.	Admin Svcs Officer 3	Promotion	07/11/2022
Pickett, Macio D.	Equipment Operator	New Hire	07/11/2022
Ballard, Samuel C.	Maintenance & Repair Worker	New Hire	07/11/2022
Finney, Ke Andrea L.	Maintenance & Repair Worker	New Hire	07/11/2022
Hines, Steven B.	Maintenance & Repair Worker	Re-hire	06/27/2022
Null, Roger R.	Maintenance & Repair Worker	New Hire	07/11/2022
Offutt, Kenneth E. Jr	Maintenance & Repair Worker	New Hire	07/11/2022

## CIVIL SERVICE COMMISSION

08/09/2022-4

**Social Services**

Zheng, Jiali	Contract Admin	New Hire	06/27/2022
Sullivan, Andrew C.	Finance Mgr	Promotion	07/11/2022
Dancy, Shalanica S.	Social Worker	New Hire	07/11/2022
*Kutcher, Jacqueline Marie	Social Worker Senior	Department transfer/Transition to CS	06/27/2022

**\*Department transfer from Office of Family Safety (Domestic Violence Vic Adv) to Social Services (Social Worker Sr, OR3)**

**Water Services**

Welz, Sarah M.	Admin Svcs Officer 3	New Hire	07/09/2022
Huey, Corey D.	Equipment Operator Senior	Promotion	07/09/2022
Lazenby, Thomas M.	Treatment Plant Tech 1	New Hire	07/09/2022
*Biggerstaff, Thomas L.	Utility Engineer Technician	Class Change/Lateral	07/09/2022
Jaramillo, Carver L.	Utility Engineer Technician	Promotion	07/09/2022
Felton, Christopher G.	Utility Maintenance Tech	New Hire	07/09/2022

**\*Class change from Utility Field Tech 2 (ST8) to Utility Engineer Tech (ST8)**

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

**(B) TERMINATIONS/PENSIONS**

<b>Name</b>	<b>Classification</b>	<b>Type</b>	<b>Department</b>	<b>Date</b>
Hinkle, Sidney C.	Bldg Inspector 2	Retirement	Codes Administration	07/12/2022
Smith, George M.	Property Stan Insp 1	Resignation	Codes Administration	06/29/2022
Perry, Marcus W.	Emer Telecomm Off 2	Resignation	Emergency Communications	06/29/2022
Anderson, Kory B.	Adv Emrg Med Tech	Resignation	Fire	07/06/2022
Shouse, Cody Monroe	Emerg Medical Tech 1	Resignation	Fire	06/28/2022
Martin, Eric S.	Fire Captain	Retirement	Fire	07/07/2022
Jackson, Brian Alan	Fire Fighter 2	Retirement	Fire	07/11/2022
Joecken, Dorothy J.	Fire Inspector 2	Retirement	Fire	07/07/2022
Bistodeau, Deana R.	Application Tech 1	Resignation	General Services	07/11/2022
Coble, Trina L.	Application Tech 1	Resignation	General Services	07/05/2022
Crenshaw, Jerrel L.	Equip Mechanic	Resignation	General Services	07/22/2022
Reece, Kevin D.	Master Tech	Resignation	General Services	07/15/2022
Hively, Gene D.	Info Systems Advisor 1	Dismissal	ITS	07/21/2022
Pratt, Kenneth S.	Admin Svcs Officer 2	Resignation	Juvenile Court	07/08/2022
Eggerson, Kimberly D.	Probation Officer 1	Resignation	Juvenile Court	06/30/2022
Williams, Reed R.	Program Mgr 1	Resignation	Metropolitan Clerk	06/30/2022
Branick, Jarrod D.	Custodian	Resignation	Parks	06/30/2022
Bobo, James L.	Maint & Repair Worker	Retirement	Parks	07/19/2022
Welty, Jacob M.	Maint & Repair Worker	Resignation	Parks	06/25/2022
Davis, Gerald W. II	Spc Programs Coord	Resignation	Parks	07/07/2022
Hooper, Julia E.	Exe Admin Police/Fire	Retirement	Police	07/05/2022
Dragon, Derick Jeffrey	Police Officer 2	Resignation	Police	06/01/2022
Fikes, Hunter	Police Officer 2	Resignation	Police	07/22/2022
Mccoy, Eric Michael	Police Officer 2	Resignation	Police	07/17/2022
Oden, George H.	Police Officer 2	Resignation	Police	07/13/2022
Sturgeon, Adam P.	Police Officer 2	Dismissal	Police	07/07/2022
	Police Officer 2-Fld			
Reed, Corey C.	Trng Ofcr	Resignation	Police	07/08/2022

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West, Chris A.	Police Sergeant	Retirement	Police	<b>08/09/2022-5</b> 07/31/2022
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Kammerman, Amy E.	Librarian 2	Resignation	Public Library	06/30/2022
Keeney, Samantha J.	Library Assoc 1	Resignation	Public Library	07/01/2022
French, Ashy M.	Engineer In Training	Resignation	Public Works	07/08/2022
Pickett, Macio D.	Equipment Operator	Resignation	Public Works	07/13/2022
Ragland, Thomas R.	Equipment Operator	Resignation	Public Works	07/01/2022
Felts, Zachary D.	Senior		Public Works	07/01/2022
Marshall, Rebecca D.	Technical Specialist 2	Retirement	Public Works	07/15/2022
Jefferson, Laurie Melissa	Correctional Officer 1	Resignation	Sheriff	06/28/2022
Hamilton, Jessica Renee (Hamilton)	Correctional Officer 2	Resignation	Sheriff	07/01/2022
Nelson, Harry D. Jr	Correctional Officer 2	Resignation	Sheriff	07/18/2022
Coon, Dani R.	Correctional Officer Sergeant	Resignation	Sheriff	07/20/2022
Lyons-Oten, Teresa	Admin Svcs Officer 3	Retirement	Water Services	07/08/2022
Jinnette, Sara A.	Application Tech 2	Retirement	Water Services	07/08/2022
Casteel, Benjamin R.	Engineer In Training	Resignation	Water Services	07/21/2022
Brown, Jo Ann Ann H.	Office Support Spec 2	Resignation	Water Services	07/18/2022
Jordan, William H. Jr	Sanitation Worker	Resignation	Water Services	07/13/2022
Tucker, Quince D.	Treatment Plant Tech 1	Resignation	Water Services	06/17/2022
Conwell, Rowena M.	Utility Maintenance Tech	Resignation	Water Services	07/06/2022

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

**(C)ELIGIBILITY REGISTER REPORT**

<b>Classification</b>	<b>Department</b>	<b>On list</b>	<b>Type</b>	<b>Date</b>	<b>Est/Abolish</b>
Administrative Services Officer 4- Legislation Manager	Water	1	Dept	7/5/2022	Establish
Emergency Telecommunications Officer 1	DEC	6	Cont	7/5/2022	Establish
Police Officer Trainee	Police	57	Cont	7/5/2022	Establish
Administrative Services Officer 4- Police/Chaplain	Police	28	Open	7/5/2022	Establish
Engineer In Training	Water	5	Cont	7/6/2022	Establish
Fire Arson Investigator	Fire	93	Open	7/6/2022	Establish
Park Police Trainee	Parks	12	Cont	7/6/2022	Establish
Correctional Officer Trainee	Sheriff	42	Cont	7/7/2022	Establish
Utility Environmental Compliance Officer 1	Water	11	Open	7/14/2022	Establish
Treatment Plant Manager-Wastewater	Water	5	Dept	7/14/2022	Abolish
Police Officer 2 - Lateral	Police	21	Cont	7/14/2022	Establish
Equipment Mechanic	General Services	5	Cont	7/14/2022	Establish
Park Police 2-Lateral	Parks	3	Cont	7/15/2022	Establish
Utility Maintenance Technician-Water Services	Water	12	Cont	7/15/2022	Establish
Utility Field Technician 1-Water	Water	22	Cont	7/15/2022	Establish
Codes Admin. Asst. Director-Finance & Administration	Codes	1	Dept	7/15/2022	Establish
Utility Equipment Operator-Dump Truck	Water	5	Cont	7/15/2022	Establish
Technical Specialist 1- Water/Permits	Water	7	Open	7/15/2022	Establish
Finance Manager-Social Services	Social Services	1	Dept	7/13/2022	Establish
Administrative Services Officer 4- Legislation Manager	Water	1	Dept	7/5/2022	Establish
Emergency Telecommunications Officer 1	DEC	6	Cont	7/5/2022	Establish
Police Officer Trainee	Police	57	Cont	7/5/2022	Establish

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Circulation Supervisor	Public Library	15	Open	7/15/2022	Establish
Plumber	Parks	4	Cont	7/14/2022	Establish
Equipment Operator Senior-Roads and Waste	Water	5	Cont	7/15/2022	Establish
Sanitation Supervisor	Water	6	Dept	7/18/2022	Abolish
Codes Administration Assistant Director - Trades	Codes	1	Dept	7/19/2022	Establish
IS Communications Analyst 1-Radio	ITS	16	Open	7/19/2022	Abolish
Fire Plans Examiner 1	Fire	19	Open	7/19/2022	Abolish
Compliance Inspector 2-NDOT/TLC	Public Works	17	Open	7/20/2022	Establish
IS Operations Analyst 1 - Imaging Specialist	ITS	1	Dept	7/20/2022	Establish
Special Events Coordinator (ASO 3)	Sports Authority	52	Open	7/21/2022	Establish
Administrative Services Officer 3-NDOT/GIS Records	Public Works	12	Open	7/21/2022	Establish
Maintenance & Repair Worker	Public Works	27	Cont	7/21/2022	Establish
Crime Lab Forensic Technician	Police	81	Cont	7/21/2022	Establish
Police Support Technician (formerly POA Sr)	Police	92	Open	7/22/2022	Abolish
Sanitation Worker - Water Services	Water	24	Cont	7/22/2022	Establish
Property Standards Inspections Chief - Codes	Codes	2	Dept	7/22/2022	Establish
Administrative Services Manager - Codes/HR	Codes	1	Dept	7/22/2022	Establish
Treatment Plant Technician 1	Water	16	Cont	7/22/2022	Establish
Recreation Leader Senior - Parks	Parks	38	Open	7/25/2022	Establish
Human Resources Administrator - Planning	Planning Commission	18	Open	7/27/2022	Establish
Office Support Specialist 1 - Arts Commission	Arts	43	Open	7/28/2022	Establish
Custodian	Parks	14	Cont	7/28/2022	Establish
Administrative Services Officer 3-Records Archivist	Metro Clerk	12	Open	7/28/2022	Abolish
Professional Specialist - HRC	Human Relations Commission	14	Open	7/29/2022	Establish

**Eligible Registers Abolished due to changes to job classifications effective 7/1/22**

Finance Officer 1-Financial Accountability	Finance	16	Open	7/1/2022	Abolish
Human Resources Analyst 3-Employee Relations	Human Resources	50	Open	7/1/2022	Abolish
Human Resources Analyst 3-Benefits Services	Human Resources	1	Dept	7/1/2022	Abolish
Human Resources Analyst 3-Employee Relations	Human Resources	1	Dept	7/1/2022	Abolish
Human Resources Analyst 3-HR/Training	Human Resources	53	Open	7/1/2022	Abolish
Human Resources Analyst 4-Pension/Disability Svcs	Human Resources	1	Dept	7/1/2022	Abolish
Library Associate 1	Library	35	Open	7/1/2022	Abolish
Police Operations Assistant	Police	66	Cont	7/1/2022	Abolish
Safety Coordinator-Parks & Recreation	Parks	24	Open	7/1/2022	Abolish
Safety Inspector 1-Parks	Parks	87	Open	7/1/2022	Abolish
Utility Technical Specialist 2-Grading	Water	4	Dept	7/1/2022	Abolish

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

**CIVIL SERVICE COMMISSION****08/09/2022-7**

## HUMAN RESOURCE ITEMS

**Item #1: Review Initial Order of Default and Dismissal -Michael Burum, Metro Water– Termination**

Tara Ladd, Metro Legal Attorney was present before the Commission to discuss the Initial Order of Default and Dismissal for Michael Burum.

**MOTION: After some discussion, Commissioner North moved to accept the Initial Order of Default and Dismissal. Seconded by Vice-Chair Sanders and the Commission approved without objection**

**Item #2: Review – Initial Order- Latanya Lester, DCSO– Termination**

Phylinda Ramsey, Metro Legal Attorney, Evan Bayliss, DCSO HR, Michelle Owens, attorney for Ms. Lester and Latanya Lester, were all present before the Commission to discuss the Initial Order for Latanya Lester.

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

**Item #3: Metro Nashville Police Department employee Cory Fetner is requesting to extend his IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation**

-Item Withdrawn-

**Item #4: Metro Nashville Police Department employee Joshua Hausman is requesting to extend his IOD time in accordance with Civil Service Rule 4.8 D Period of Compensation**

Monica Anderson, HR Rep and Seth Waltenbaugh, MNPD HR were both present before the Commission to request an IOD extension.

**MOTION: After some discussion, Commissioner Jones moved to accept the IOD extension until 11/09/2022. Seconded by Commissioner North and the Commission approved without objection.**

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

Monica Anderson, HR Rep and Seth Waltenbaugh, MNPD HR were both present before the Commission to request an IOD extension.

**MOTION: After some discussion, Commissioner North moved to accept the IOD extension until 09/15/2022. Seconded by Vice-Chair Sanders and the Commission approved without objection.**

**Item #6: Nashville Fire Department and Metro Legal requests the addition of Civil Service Policy 8.2B-VI NFPA Medical Guide Implementation**

Keven Palmissano, HR Rep, Brook Fox, Metro Legal and Jamie Summer, Fire HR, were all present before the Commission to discuss the addition of Civil Service Policy 8.2B-VI NFPA Medical Guide Implementation.

**MOTION: After some discussion, Commissioner Jones moved to accept the addition of Civil Service Policy 8.2B-VI NFPA Medical Guide Implementation. Seconded by Commissioner North and the Commission approved without objection.**

**Item #7: The Metro Human Resources Department's request to hire above base Electrical Inspector 1**

Monica Anderson, HR Rep and Byron Hall, Codes Rep were both present before the Commission to request to hire above base Electrical Inspector 1.

**MOTION: After some discussion, Vice-Chair Sanders moved to accept the request to hire above base Electrical Inspector 1. Seconded by Commissioner Jones and the Commission approved without objection.**



**Item #8: Nashville Fire is requesting Job Descriptions Revision for**

- Advance Emergency Medical Technician
- Paramedic
- ESM Captain
- Fire Fighter Paramedic

Keven Palmissano, HR Rep and Jamie Summer, Fire HR, were both present before the Commission to request job description revisions for Advance Emergency Medical Technician, Paramedic, ESM Captain, Fire Fighter Paramedic.

**MOTION: After some discussion, Commissioner Jones moved to accept the job description revisions for Advance Emergency Medical Technician, Paramedic, ESM Captain, and Fire Fighter Paramedic. Seconded by Vice-Chair Sanders and the Commission approved without objection.**

**Item #9: Metro Nashville Police Department (MNPD) is requesting job description revisions for Police Officer 2- Field Training Officer**

Monica Anderson, HR Rep and Henry Particelli, MNPD Rep, were both present before the Commission to request job description revisions for Police Officer 2- Field Training Officer.

**MOTION: After some discussion, Commissioner North moved to accept the job description revisions for Police Officer 2- Field Training Officer. Seconded by Commissioner Jones and the Commission approved without objection.**

**Item #10: 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: Report Only**

**Item #11: Human Resource Updates**

Shannon Hall, HR Director advised the Commission of 4 charter amendments that passed.

**ACTION: Report Only**

**\*\*\*Before the meeting adjourned, Ruby Joyner, DCSO Facilities manager and Evan Bayliss, DCSO HR, were both present and came before the Commission to address the concerns Vice-Chair Sanders raised about DCSO processes at last month's meeting. \*\*\***

With nothing further, the meeting adjourned at 9:37 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