

**MINUTES**  
**METROPOLITAN CIVIL SERVICE COMMISSION**

MAY 13, 2003

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on May 13, 2003 in the Civil Service Conference Room, Suite 163, 222 Building, Third Avenue North, Nashville, Tennessee, at approximately 8:29a.m.

**Commission Members present:** Chairman William H. Farmer, Vice-Chairman R. Steve Corbitt, Mr. Michael C. Allen, Ms. Janet Rachel and Mr. Greg Rodriguez.

**Other Members present:** Mr. John W. Lynch, Director of Human Resources, Mr. Randy Lovett, Assistant Director of Human Resources, and Ms. Cristi Scott, Metro Legal Department - Attorney.

**Others Not Present:** Mr. Mike Safley, Metro Attorney, was not able to attend.

**MINUTES:** Chairman Farmer called the meeting to order and said the first order of business was to determine if there were any amendments, corrections or questions of the minutes from the last regular meeting and the special called meeting held on April 8, 2003. *With no corrections, nothing further was noted and Commissioner Allen moved for approval. Commissioner Rachel seconded and the Commission approved without objection.*

**APPOINTMENTS**

| <u>NAME</u>                        | <u>CLASSIFICATION</u>          | <u>TYPE</u> | <u>DATE</u> |
|------------------------------------|--------------------------------|-------------|-------------|
| <b><u>CODES ADMINISTRATION</u></b> |                                |             |             |
| * Swafford, Richard L.             | Property Standards Inspector 1 | Demotion    | 04/16/03    |

\* Demoted from Property Standards Inspector 2 (SR10) to Property Standards Inspector 1 (SR9).

**EMERGENCY COMMUNICATIONS CENTER**

|                       |                                   |                             |          |
|-----------------------|-----------------------------------|-----------------------------|----------|
| * Brown, Roxann Lois  | Emergency Communications Director | Transition To Civil Service | 02/26/03 |
| Barker, Jason A.      | Emergency Telecommunicator 1      | New Hire                    | 04/01/03 |
| Barringer, Sabrina A. | Emergency Telecommunicator 1      | New Hire                    | 04/01/03 |
| Dutton, Erin E        | Emergency Telecommunicator 3      | Re-Employment               | 04/09/03 |
| * Eggers, Robert W.   | Emergency Telecommunicator 1      | Transition To Civil Service | 04/16/03 |
| Eldridge, Jessica L.  | Emergency Telecommunicator 1      | New Hire                    | 04/01/03 |
| * Hutchison, Mark E.  | Emergency Telecommunicator 1      | Transition To Civil Service | 04/16/03 |
| Joynt, Brian P.       | Emergency Telecommunicator 1      | New Hire                    | 04/01/03 |
| Langos, Amanda E.     | Emergency Telecommunicator 1      | New Hire                    | 04/01/03 |
| * Mayes, Michelle D.  | Emergency Telecommunicator 1      | Transition To Civil Service | 03/04/03 |
| ^ Murray, George D    | Emergency Comm Center Asst Mgr    | Dept Transfer/Promotion     | 04/01/03 |
| * Myricks, Angela M.  | Emergency Telecommunicator 1      | Transition To Civil Service | 04/16/03 |
| Niemietz, Caleb A.    | Emergency Telecommunicator 1      | New Hire                    | 04/01/03 |
| Paone, Jan G.         | Emergency Telecommunicator 1      | New Hire                    | 04/01/03 |
| Prokop, Deborah J.    | Emergency Telecommunicator 1      | New Hire                    | 04/01/03 |
| Reed, Beverly T.      | Emergency Telecommunicator 1      | New Hire                    | 04/01/03 |
| Sligh, Mary K.        | Emergency Telecommunicator 1      | New Hire                    | 04/01/03 |
| Smith, Jennifer K.    | Emergency Telecommunicator 1      | New Hire                    | 04/01/03 |
| Whitehead, Alicia M.  | Emergency Telecommunicator 1      | New Hire                    | 04/01/03 |

\* Transition to Civil Service from Emergency Status.

^ Department Transfer from the Fire Department to Emergency Communications Center

**APPOINTMENTS**

| <u>NAME</u>           | <u>CLASSIFICATION</u>           | <u>TYPE</u>                 | <u>DATE</u> |
|-----------------------|---------------------------------|-----------------------------|-------------|
| <b><u>FINANCE</u></b> |                                 |                             |             |
| Bertrand, Timothy G.  | Property Guard 2                | Re-Employment               | 04/16/03    |
| Bridges, Kevin L.     | Equipment Inventory Assistant 2 | New Hire                    | 04/16/03    |
| * Johnson, Rhonda M.  | Finance Specialist              | Transition To Civil Service | 04/16/03    |
| ^ Yates, Laura E.     | Finance Officer 2               | Class Change                | 04/16/03    |

\* Transition from Part-Time to Full-Time.

^ Class change from Finance Officer 1 to Finance Officer 2, appointed from an open eligibility register.

**GENERAL SERVICES**

|                        |                                   |           |          |
|------------------------|-----------------------------------|-----------|----------|
| Daugherty, Robert W.   | Equipment Mechanic-Certified      | Promotion | 04/01/03 |
| Gannon Sr., Stephen R. | Administrative Services Officer 4 | New Hire  | 04/16/03 |
| Lewis, Gregory W.      | Equipment Mechanic                | Promotion | 04/16/03 |
| Rogers, Kevin M.       | Equipment Mechanic                | Promotion | 04/16/03 |

**INFORMATION TECHNOLOGY**

|                      |                                |                             |          |
|----------------------|--------------------------------|-----------------------------|----------|
| * Davis, Casandra A. | Information Systems Specialist | Transition To Civil Service | 04/16/03 |
| Gesar, Cynthia A.    | Database Administrative        | Promotion                   | 04/16/03 |
| * Talley, Betsy A.   | Information System Specialist  | Transition To Civil Service | 04/16/03 |

\* Transition to CS from Emergency Status.

**PARKS**

|                            |                               |   |          |
|----------------------------|-------------------------------|---|----------|
| * Cox, Bobby R.            | Maintenance & Repair Worker 1 | Dept Transfer/<br>Transition To Civil Service | 04/01/03 |
| ^ Curtis, Mitzi R.         | Technical Specialist 1        | Dept Transfer/Lateral                         | 04/01/03 |
| Forte, Kevin Van           | Golf Course Manager           | Promotion                                     | 04/16/03 |
| Frazier, Janet B.          | Administrative Specialist     | Promotion                                     | 04/01/03 |
| ** Hardison Jr., Marcus L. | Technical Specialist 1        | Dept Transfer/<br>Transition To Civil Service | 04/16/03 |
| Richard, Gordon E          | Specialized Skills Instructor | Promotion                                     | 04/16/03 |
| Troup Jr., William C.      | Professional Specialist       | Promotion                                     | 04/16/03 |

\* Department Transfer/Transition to Civil Service from Fleet (Temporary Status) to Parks.

^ Department Transfer from the Finance Department to Parks.

\*\*Department Transfer / Transition to Civil Service from the Planning Commission/Non-CS to Parks

**POLICE**

|                       |                               |   |          |
|-----------------------|-------------------------------|---|----------|
| Andrade, Hernan       | Systems Advisor 1             | Promotion                                       | 04/01/03 |
| Braden, Kenneth L.    | Police Security Guard 1       | New Hire  | 04/16/03 |
| Bradford, Brandon T.  | Police Operations Assistant 1 | New Hire  | 04/01/03 |
| * Chitwood, Robert L. | Police Security Guard 1       | Dept Transfer/<br>Vol Reduction In Salary Grade | 04/16/03 |

**APPOINTMENTS**

| <u>NAME</u>                      | <u>CLASSIFICATION</u>           | <u>TYPE</u>                                     | <u>DATE</u> |
|----------------------------------|---------------------------------|---|-------------|
| <b><u>POLICE (Continued)</u></b> |                                 |   |             |
| * England, Christopher M         | Police Security Guard 1         | Dept Transfer/<br>Vol Reduction In Salary Grade | 04/16/03    |
| ^ Fouse, Bettie A.               | Police Operations Coordinator 1 | Dept Transfer/Class Change                      | 04/01/03    |
| Olsen, Jessica R                 | Information Systems Tech 2      | Promotion                                       | 04/01/03    |
| Palms, Ladonna                   | Office Support Spec 2           | Promotion                                       | 04/01/03    |
| Toney, Laura                     | Police Operations Assistant 1   | New Hire  | 04/16/03    |
| Williams, Shawna M.              | Police Operations Assistant 1   | New Hire  | 04/01/03    |

\* Department Transfer from the Sheriff's Department (Correctional Officer 1- CO1) to the Police Department (Police Sec Guard 1-SR6)

^ Department Transfer from Public Works (Office Support Rep 1- SR4) to Police (Police Operations Coord.1), Appointed from an open eligibility list.

**PUBLIC LIBRARY**

|                      |                  |          |          |
|----------------------|------------------|----------|----------|
| Wethington, Larry K. | Property Guard 2 | New Hire | 04/16/03 |
|----------------------|------------------|----------|----------|

**PUBLIC WORKS**

|                            |                                   |                             |          |
|----------------------------|-----------------------------------|-----------------------------|----------|
| Archev, Steven D.          | Maintenance & Repair Worker 1     | Re-Hire                     | 04/01/03 |
| Baker, Carl D.             | Equipment Operator 2              | Promotion                   | 04/16/03 |
| Chambers, Patti S.         | Office Support Spec 2             | Promotion                   | 04/01/03 |
| Daugherty, David J.        | Maintenance & Repair Leader 1     | Promotion                   | 04/01/03 |
| Elkins, Jeffrey L.         | Maintenance & Repair Leader 1     | Promotion                   | 04/16/03 |
| Grady, Robert L.           | Equipment Operator 2              | Promotion                   | 04/16/03 |
| Harrison, Pamela A.        | Administrative Services Officer 4 | Promotion                   | 04/01/03 |
| Hathaway, Karion E.        | Office Support Rep 2              | New Hire                    | 04/01/03 |
| Hendrix, Bobby R.          | Maintenance & Repair Leader 2     | Promotion                   | 04/01/03 |
| Hollis, Timothy T.         | Equipment Operator 3              | New Hire                    | 04/01/03 |
| Jones, John D.             | Maintenance & Repair Leader 1     | Promotion                   | 04/16/03 |
| Jones, Johnny W.           | Equipment Operator 1              | Promotion                   | 04/01/03 |
| Kirkpatrick Jr., Arthur H. | Technical Specialist 2            | Promotion                   | 04/16/03 |
| Lewis, Stephen G.          | Office Support Rep 2              | New Hire                    | 04/01/03 |
| McCoy, Stacy M.            | Office Support Rep 2              | New Hire                    | 04/16/03 |
| McNeil Jr., David W.       | Maintenance & Repair Worker 3     | Promotion                   | 04/16/03 |
| Morris, Melody M.          | Office Support Rep 2              | Promotion                   | 04/01/03 |
| Nightingale, Llewellyn C.  | Office Support Rep 2              | Re-Hire                     | 04/16/03 |
| Owens, Harold L.           | Equipment Operator 2              | Promotion                   | 04/16/03 |
| Robinson, William H.       | Maintenance & Repair Worker 1     | New Hire                    | 04/07/03 |
| Sharpley, Tyrus            | Office Support Rep 2              | New Hire                    | 04/16/03 |
| Smith, Michelle J.         | Office Support Rep 3              | Promotion                   | 04/01/03 |
| Stephens, Jerry W          | Maintenance & Repair Worker 3     | Promotion                   | 04/16/03 |
| Tidwell, Stanley K.        | Office Support Spec 2             | Promotion                   | 04/01/03 |
| Trotter, Jennifer B.       | Office Support Rep 1              | New Hire                    | 04/01/03 |
| * Turner, James R.         | Maintenance & Repair Worker 2     | Transition To Civil Service | 04/01/03 |

\* Transition to CS from Emergency Status

**APPOINTMENTS**

| <u>NAME</u>                   | <u>CLASSIFICATION</u>         | <u>TYPE</u>           | <u>DATE</u> |
|-------------------------------|-------------------------------|-----------------------|-------------|
| <b><u>SOCIAL SERVICES</u></b> |                               |                       |             |
| Abdelghani Barre              | Program Manager II            | Promotion             | 04/16/03    |
| Meryl Taylor                  | Program Manager I             | Promotion             | 04/16/03    |
| <b><u>WATER AND SEWER</u></b> |                               |                       |             |
| * Chilton, Robert C.          | Special Projects Manager      | Class Change/Lateral  | 02/25/03    |
| Clouse, Jonathan F.           | Maintenance & Repair Worker 2 | New Hire              | 04/16/03    |
| Coffee, Donald T.             | Maintenance & Repair Worker 2 | New Hire              | 04/01/03    |
| Deaner, Clifford L.           | Maintenance & Repair Worker 2 | New Hire              | 04/16/03    |
| ^ Denney, Robyn L.            | Office Support Rep 2          | Demotion              | 04/16/03    |
| Donahue, Joseph J.            | Maintenance & Repair Worker 2 | New Hire              | 04/16/03    |
| Fedun, Joseph P.              | Maintenance & Repair Worker 2 | New Hire              | 04/16/03    |
| Fortson, Brandon J.           | Maintenance & Repair Worker 2 | New Hire              | 04/01/03    |
| Lamborn, Gary J.              | Maintenance & Repair Worker 2 | New Hire              | 04/01/03    |
| ** Moore, Randal W.           | Maintenance & Repair Worker 1 | Dept Transfer/Lateral | 04/16/03    |

\* Class Change from Water Services Assistant Director (SR15) to Special Projects Manager (SR15).

^ Demoted from Office Support Rep 3 (SR6) to Office Support Rep 2 (SR5).

**MOTION:** *After some discussion, Commissioner Rachel moved for approval of the appointments as listed above. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

**TERMINATIONS/ PENSIONS**

| <u>Name</u>          | <u>Classification</u>             | <u>Type</u> | <u>Department</u>      | <u>Date</u> |
|----------------------|-----------------------------------|-------------|------------------------|-------------|
| Maloon, Stacey L.    | Emergency Telecommunicator 1      | Resignation | Emerg Communications   | 04/09/03    |
| Green, John W.       | Fire District Chief               | Deceased    | Fire                   | 03/10/03    |
| Hines, Michael T     | Firefighter 3                     | Pensioned   | Fire                   | 03/31/03    |
| Law, Robert W.       | Fire Inspector 1                  | Resignation | Fire                   | 04/11/03    |
| Gieg, Lloyd S.       | Information Systems Manager       | Resignation | Information Technology | 04/14/03    |
| West, Steven K.      | Administrative Services Officer 3 | Resignation | Municipal Auditorium   | 03/31/03    |
| Wherry, Mary L.      | Parks & Recreation Assistant Dir  | Pensioned   | Parks                  | 04/14/03    |
| Dalton, Catherine    | Recreation District Manager       | Pensioned   | Parks                  | 03/31/03    |
| Perry, Carolyn S     | Administrative Assistant          | Resignation | Planning Commission    | 04/07/03    |
| Wray, Patricia A.    | Planning Tech 2                   | Pensioned   | Planning Commission    | 04/09/03    |
| Agee, Macey E.       | Police Officer 2                  | Resignation | Police                 | 04/10/03    |
| Turner, Emmett H.    | Police Chief                      | Pensioned   | Police                 | 04/11/03    |
| Coats, Terry L.      | Police Officer 2                  | Pensioned   | Police                 | 04/14/03    |
| Pope, Tommy R.       | Police Officer 3                  | Pensioned   | Police                 | 03/27/03    |
| Sledge, Ryan N.      | Police Officer 2                  | Pensioned   | Police                 | 03/26/03    |
| Frankich, Richard T. | Emerg Telecommunicator 3          | Resignation | Police                 | 03/28/03    |
| Farmer, Jessica K.   | Circulation Assistant 1           | Resignation | Public Library         | 03/09/03    |
| Hansen, Jamie S.     | Library Manager 2                 | Resignation | Public Library         | 03/31/03    |
| Larios, Adriana      | Administrative Services Officer 1 | Resignation | Public Library         | 02/28/03    |
| Heard, Billy         | Sanitation Worker                 | Pensioned   | Public Works           | 03/31/03    |

**TERMINATIONS/ PENSIONS**

| <u>Name</u>           | <u>Classification</u>         | <u>Type</u> | <u>Department</u> | <u>Date</u> |
|-----------------------|-------------------------------|-------------|-------------------|-------------|
| Coleman, William J.   | Sanitation Worker             | Resignation | Public Works      | 03/26/03    |
| King, Terry D.        | Sanitation Worker             | Resignation | Public Works      | 03/24/03    |
| Jabasini, Mahmoud K   | Program Spec 2                | Resignation | Social Services   | 02/25/03    |
| Brown, Martis R       | Office Support Rep 2          | Resignation | Water And Sewer   | 03/26/03    |
| Ashworth, Theodore E. | Industrial Mechanic 1         | Resignation | Water And Sewer   | 03/31/03    |
| Lee, Narcisco S.      | Customer Services Field Rep 1 | Resignation | Water And Sewer   | 03/21/03    |

**MOTION:** *After some discussion, Commissioner Rachel moved to accept the Termination / Pension Report for the dates and reasons stated. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

**ELIGIBILITY REGISTER REPORT**

| <u>Classification</u>                               | <u>Type</u> | <u>Requesting Department</u> |
|---|-------------|------------------------------|
| Equipment Inventory Assistant 2                     | Open        | Finance                      |
| Finance Officer 2-Accounts                          | Dept        | Finance                      |
| Information Systems Manager                         | Open        | Finance                      |
| Executive Administrator - Fire                      | Dept        | Fire                         |
| Fire Deputy Chief - Community Services              | Dept        | Fire                         |
| Fire Marshal Deputy - Arson                         | Dept        | Fire                         |
| Fire Marshal Assistant                              | Dept        | Fire                         |
| Emergency Communication Center Assistant Supervisor | Dept        | General Services-ECC         |
| Emergency Communication Center Supervisor           | Dept        | General Services-ECC         |
| Auto Service Writer                                 | Open        | General Services-Fleet       |
| Equipment Mechanic                                  | Dept        | General Services-Fleet       |
| Database Administrator                              | Dept        | ITS                          |
| Information Systems Spec - Project Analyst          | Open        | ITS                          |
| Administrative Services Officer 3 - Recreation      | Dept        | Parks                        |
| Concessions Clerk 2                                 | Dept        | Parks                        |
| Golf Course Assistant Manager                       | Dept        | Parks                        |
| Golf Course Manager                                 | Dept        | Parks                        |
| Maintenance & Repair Worker 1-Golf Course           | Open        | Parks                        |
| Maintenance & Repair Worker 2 - Trees               | Dept        | Parks                        |
| Professional Specialist – Greenway                  | Dept        | Parks                        |
| Special Skills Instructor                           | Dept        | Parks                        |
| Information Systems Specialist                      | Dept        | Police                       |
| Information Systems Tech 1 - Police                 | Open        | Police                       |
| Police Operations Coordinator 1                     | Open        | Police                       |
| Administrative Services Officer 4                   | Dept        | Public Works                 |
| Office Support Rep 2 - Recycling                    | Open        | Public Works                 |
| Technical Specialist 2                              | Dept        | Public Works                 |
| Program Manager I                                   | Dept        | Social Services              |
| Biologist 2   | Open        | Water Service                |
| Eng Tech 3 - System Services/Cross Connection       | Open        | Water Service                |
| Equipment Operator 2 - Storm Water                  | Open        | Water Service                |
| Industrial Maintenance Sup 2 -Dry Creek             | Dept        | Water Service                |
| Industrial Maintenance Sup 2 - Telemetry            | Dept        | Water Service                |
| Industrial Maintenance Sup 2 - Cumberland           | Open        | Water Service                |
| Maintenance & Repair Leader 2 - Water               | Open        | Water Service                |

**ELIGIBILITY REGISTER REPORT**

| <u>Classification</u>                 | <u>Type</u> | <u>Requesting Department</u> |
|---------------------------------------|-------------|------------------------------|
| Maintenance & Repair Worker 3 - Water | Open        | Water Service                |
| Office Support Rep 3                  | Open        | Water Service                |
| Office Support Spec 1 - Finance       | Dept        | Water Service                |
| Office Support Spec 3                 | Open        | Water Service                |
| Treatment Plant Shift Operator        | Open        | Water Service                |
| Treatment Plant Tech 1                | Open        | Water Service                |
| Treatment Plant Tech 2                | Open        | Water Service                |

**REGISTERS ABOLISHED**

| <u>Date Established</u> | <u>Classification</u>                         | <u>Register</u> | <u>Number On Register</u> |
|-------------------------|---|-----------------|---------------------------|
| 09/20/02                | Administrative Services Officer 3 - Marketing | Open            | 84                        |
| 10/28/02                | Industrial Maintenance Super - System Service | Open            | 20                        |

**MOTION:** *Commissioner Rachel moved to accept the Register Report as submitted. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

**DEPARTMENTAL ITEMS**

**EMERGENCY COMMUNICATION CENTER**

REQUEST: Ms. Roxann Brown, Director, requested approval for the following: (Increment advances fall under the approved EMD certification plan), increment dates remain the same.

a. **INCREMENT ADVANCES**

| <u>NAME</u>   | <u>TITLE</u>                 | <u>STEP</u>                | <u>AMOUNT</u>      |
|---------------|------------------------------|----------------------------|--------------------|
| Stacy Allen   | Emergency Telecommunicator 2 | SR07/Step 01<br>To Step 03 | \$27,496<br>29,328 |
| Shelia Conn   | Emergency Telecommunicator 3 | SR08/Step 02<br>To Step 04 | \$34,968<br>37,224 |
| Troy Crites   | Emergency Telecommunicator 3 | SR09/Step 01<br>To Step 03 | \$33,840<br>36,096 |
| Misty Dodd    | Emergency Telecommunicator 3 | SR09/Step 01<br>To Step 03 | \$33,840<br>36,096 |
| Judy Langston | Emergency Telecommunicator 3 | SR09/Step 07<br>To Step 09 | \$40,608<br>42,864 |

a. **INCREMENT ADVANCES** (Continued)

| <u>NAME</u>      | <u>TITLE</u>                                     | <u>STEP</u>                | <u>AMOUNT</u>        |
|------------------|--|----------------------------|----------------------|
| Latasha Swanson  | Emergency Telecommunicator 3                     | SR09/Step 01<br>To Step 03 | \$33,840<br>36,096   |
| Chris Sturdevant | Emergency Telecommunications<br>Training Officer | SR09/Step 02<br>To Step 04 | \$34,968<br>\$37,224 |

Mr. Billy Lynch said this request is in accordance with the incentive plan brought before the Commission in January '03, whereas those employees, who complete their training and obtain an EMD license, would receive a two step increment advance or equivalent lump sum bonus. Increment date remains the same. Ms. Brown said there are only a few employees remaining who will need to complete the training.

**MOTION:** *After some discussion, Commissioner Rachel moved for approval of the requests as listed above. Seconded by Commissioner Allen and the Commission approved without objection.*

b. **BONUS**

|             |  |              |         |
|-------------|--|--------------|---------|
| Sally Lyons | Emergency Telecommunications<br>Training Officer | SR09/Step 10 | \$2,256 |
|-------------|--|--------------|---------|

Mr. Billy Lynch said that Ms. Lyons is topped out in the pay range, however, the proposed bonus is in accordance with the EMD certification plan and is equal to a two-step increase.

**MOTION:** *After some discussion, Commissioner Rachel moved for approval of the requests as listed above. Seconded by Commissioner Allen and the Commission approved without objection.*

**FIRE**

REQUEST: Chief Stephen Halford, represented by Chief Larry Poole, requested the following Employee Bonus Awards:

| <u>NAME</u>        | <u>TITLE</u>                | <u>AMOUNT</u> |
|--------------------|-----------------------------|---------------|
| Carlene Whitley    | Office Support Specialist 2 | \$ 500        |
| Saundra Brown      | Office Support Rep 3        | 500           |
| Tammy Ingram       | Office Support Specialist 1 | 500           |
| Gwendolyn Marshall | Office Support Rep 3        | 500           |
| Kela Washington    | Office Support Rep 2        | 500           |

Deputy Chief Larry Pool said that on April 14<sup>th</sup> the new Privacy Regulations under HIPAA went into effect. On a regular basis these employees deal with medical files and records. Due to the nature of work performed by these employees, in addition to their regular duties they have been charged with the task of implementing these new federal regulations in order to ensure compliance. These employees have made outstanding contributions to the department, which have helped ensure this task is successfully implemented. This effort has improved the efficiency and productivity within this division of the Fire Department.

**FIRE (Continued)**

| <u>NAME</u>    | <u>TITLE</u>              | <u>AMOUNT</u> |
|----------------|---------------------------|---------------|
| Manuel Fonseca | Fire Captain              | \$2750        |
| Robert Brooks  | Fire Assistant Chief      | 1500          |
| Stacy Lankford | Administrative Specialist | 750           |

The Nashville Fire Department was a Wave One (first 10 departments) participant in the Results Matter Initiative. These proposed bonuses are to reward the above listed employees for their outstanding contributions in the development and implementation of the department's Strategic Business plan. In addition, Captain Fonseca and Chief Brooks assumed additional duties associated with the Metro Results Matter Initiative acting as Black Belts, providing facilitation services to other departments in the development of strategic plans in those departments.

|                |               |        |
|----------------|---------------|--------|
| Edward Greer   | Fire Captain  | \$1250 |
| Clyde Jackson  | Fire Captain  | 1250   |
| Kevin Johnson  | Fire Captain  | 1250   |
| Timothy Moyers | Fire Captain  | 1250   |
| Mark Waller    | Fire Captain  | 1250   |
| Timothy Jones  | Fire Engineer | 1250   |

Deputy Chief Larry Pool said that Fire Chief Stephen Halford has requested approval to award bonuses to those employees who have volunteered to assist in a program to use Paramedics as first responders on fire apparatus and response time has been reduced. These employees have made significant contributions to make this program a success.

***MOTION: After some discussion, Commissioner Allen moved for approval of the requests as listed above. Seconded by Commissioner Rachel and the Commission approved without objection.***

**INFORMATION TECHNOLOGY SERVICES**

REQUEST: Mr. Richard McKinny, Director, represented by Mr. David Friedlander, requested approval to Hire an IS Manager Above Midpoint, Mr. Saverio Donato at SR13, at \$65,000 per year.

Mr. Friedlander said the Information Systems Manager position is for a JD Edwards/IBM Websphere Developer, which requires an uncommon skill set. Mr. Friedlander said that Mr. Donato has extensive technical experience, including three (3) years as a Websphere developer, which will meet all the qualifications for this position.

***MOTION: After some discussion, Commissioner Rachel moved for approval of the requests as listed above. Seconded by Commissioner Rodriguez and the Commission approved without objection.***

**JUVENILE COURT**

REQUEST: Judge Betty Adams Green, represented by Ms. Phoebe Johnson requests the following:

- a. Approval to implement a Bonus Plan

Ms. Johnson said this program would allow the department to periodically award lump sum bonuses in accordance with Civil Service policy 5.10.

**MOTION:** *After some discussion, Commissioner Allen moved for approval of the requests as listed above. Secoded by Commissioner Rachel and the Commission approved without objection.*

- b. Employee Bonus Award to Mr. Jim Sanders, Information Systems Specialist - \$1200

Ms. Johnson said Mr. Sanders has been working with Juvenile Court on the implementation of the JIMS project for nearly three years. He has been responsible for defining new business processes and ensuring that all information, which was previously stored in the old database, was mapped and converted to the new system.

**MOTION:** *After some discussion, Commissioner Allen moved for approval of the request as listed above. Secoded by Commissioner Rodriguez and the Commission approved without objection.*

**JUVENILE COURT CLERK**

REQUEST: Juvenile Court Clerk Vic Lineweaver requested approval for the following Employee Bonus Awards:

**CIVIL SERVICE EMPLOYEES**

| <u>NAME</u>                           | <u>AMOUNT</u> |
|---------------------------------------|---------------|
| Linda Jacobs, Office Support Rep 3    | \$100         |
| Tammy Suggs, Financial Officer I      | 100           |
| Dola Pirtle, Office Support Rep 2     | 100           |
| Brenda Williams, Office Support Rep 2 | 100           |
| Wanda Patten, Office Support Rep 3    | 100           |

Mr. Lineweaver said these employees are being rewarded for outstanding performance in handling increased workload, assistance in implementing a new computer system, and expansion of our service during a period of transition and reorganization.

**MOTION:** *After some discussion, Commissioner Rodriguez moved for approval of the requests as listed above. Secoded by Commissioner Rachel and the Commission approved without objection.*

**PUBLIC WORKS**

REQUEST: Mr. Rick Conner, Director, represented by Mr. John Walker, requested approval for the following Employee Bonus Awards:

| <u>NAME</u>       |                               | <u>AMOUNT</u> |
|-------------------|-------------------------------|---------------|
| Marty Ragland     | Maintenance & Repair Leader 2 | \$ 750        |
| Robert Wilkerson  | Signal Technician 2           | 750           |
| Michael Hirtzer   | Signal Technician 3           | 750           |
| Donald Coleman    | Maintenance & Repair Leader 1 | 1000          |
| Robert W. Johnson | Equipment Operator 1          | 1000          |
| John Woods        | Maintenance & Repair Worker 1 | 1000          |
| Ernie Durgan      | Equipment & Supply Clerk 3    | 1000          |
| Jeffery R. Holt   | Equipment Operator 3          | 1000          |
| Jim Snyder        | Engineer 3                    | 1000          |
| James M. Shaw     | Sanitation Supervisor         | 1500          |

Mr. John Walker said eight of the ten people are Trades/Labor employees and are non-supervisors. All of these individuals have performed extraordinary work and have gone above and beyond the required expectations.

**MOTION:** *After some discussion, Commissioner Rachel moved for approval of the requests as listed. Seconded by Commissioner Allen and the Commission approved without objection.*

#### **TRANSPORTATION LICENSING COMMISSION**

REQUEST: Mr. Billy Fields, Director, requested approval for the following:

- a. Approval to implement a Bonus Plan

Mr. Billy Fields said the program, as proposed, would allow the department to grant lump sum bonuses to employees for exceptional contribution to Metro Government. These bonuses will be limited to the maximum amounts as allowed in the Civil Service policy on bonuses (5.10).

**MOTION:** *After some discussion, Commissioner Rachel moved for approval of the request as listed above. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

- b. Employee Bonus Award to Ms. Lisa Steelman, Office Support Specialist 2 - \$600

Mr. Fields said that Ms. Steelman has made significant contributions to assist the department in ensuring all information required to comply with industry standards is correct, up to date, and in proper order. She has been responsible for maintaining all new information obtained in these areas, in addition to her job responsibilities serving as the office manager. This has increased efficiency and productivity within the department, as there are no other employees to perform these duties.

**MOTION:** *After some discussion, Commissioner Rodriguez moved for approval of the request as listed above. Seconded by Commissioner Rachel and the Commission approved without objection.*

#### **WATER SERVICES**

REQUEST: Mr. Scott Potter, Director, represented by Ms. Robin Brown requests approval for the following:

- a. Increment Advance for Ms. Sandra Finn, Office Support Representative 2 from Step 6 to Step 7, effective May 16, 2003. SR 5

Ms. Robin Brown said Ms. Finn works in the Stormwater program and has been working to improve services to the community. She has assumed responsibilities related to pre-construction meetings, coordinates appointments for contractors and various Metro Departments in preparation for construction of Stormwater projects.

**MOTION:** *After some discussion, Commissioner Rachel moved for approval of the requests as listed above. Seconded by Commissioner Allen and the Commission approved without objection.*

- b. Pay Advance for Ms. Ann Dooley, Administrative Officer IV from \$50,000 to \$55,000, effective May 16, 2003.

Ms. Robin Brown said Ms. Dooley has assumed additional responsibilities and is now managing the Employee Bonus Committee. She assists in the development plan for streamlining standard operating procedures for the Human Resources Division, researches and manages position control and represents the Human Resources Division in various Metro-wide resource projects. Ms. Dooley served as Acting Human Resources Manager while Ms. Brown was on extended leave.

**MOTION:** *After some discussion, Commissioner Rachel moved for approval of the requests as listed above. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

- c. Approval of proposal for Employee Transition from Cumberland Utility District to Metro Water Services:

| <u>Name</u>                | <u>Classification</u>           | <u>Cont Srv Date</u> | <u>Step</u> | <u>Metro Salary</u> | <u>Salary CUD</u> |
|----------------------------|---------------------------------|----------------------|-------------|---------------------|-------------------|
| Alcorn, Amie               | Treatment Plant Technician 1    | 05/14/1999           | TG08/04     | \$32,032.00         | \$31,096.00       |
| Blankenship-Ellis, Gina L. | Office Support Representative 3 | 09/07/2002           | SR06/08     | \$30,421.00         | \$30,160.00       |
| Bryant, Clifford F.        | Maintenance & Repair Leader 2   | 06/23/1984           | TL09/05     | \$38,417.60         | \$43,680.00       |
| Clark, Timothy W.          | Engineering Technician 3        | 11/01/1983           | SR10/05     | \$42,363.00         | \$41,130.00       |
| Ervin, Charles             | Industrial Maintenance Sup 2    | 02/08/1982           | TS13/04     | \$51,854.40         | \$50,400.00       |
| Goodwin, Frank J.          | Treatment Plant Technician 1    | 11/17/2000           | TG08/04     | \$32,032.00         | \$31,096.00       |
| Johnson, Roger A.          | Maintenance & Repair Leader 2   | 08/15/1997           | TL09/04     | \$37,003.20         | \$35,921.00       |
| Jordan, Michael A.         | Maintenance & Repair Worker 3   | 11/30/2001           | TG06/04     | \$28,475.60         | \$28,080.00       |
| Loveday, June              | Office Support Representative 3 | 12/27/1992           | SR06/10     | \$32,065.00         | \$38,480.00       |
| Patton, Burl               | Treatment Plant Technician 2    | 04/01/1972           | TG11/05     | \$38,230.40         | \$41,080.00       |
| Smith, Denise B.           | Office Support Specialist 2     | 07/26/1983           | SR08/10     | \$39,716.00         | \$41,606.00       |
| Summers, Douglas           | Treatment Plant Shift Operator  | 09/11/1981           | TS09/05     | \$46,384.00         | \$46,280.00       |
| Sutherland, Mike           | Maintenance & Repair Worker 3   | 06/12/1985           | TG06/05     | \$29,868.80         | \$35,598.00       |
| Tripp, Paul G.             | Maintenance & Repair Worker 3   | 08/17/1983           | TG06/05     | \$29,868.80         | \$41,080.00       |
| Whaley, Linton W.          | Biologist 2                     | 09/27/1983           | SR10/07     | \$44,855.00         | \$43,906.00       |

Ms. Brown said the Department of Water Services, set a tentative date of July 1, 2003 to complete arrangements for acquisition of the Cumberland Utility District.

Human Resources has verified that these employees qualify for the classifications shown by their names, and that they have been placed on the appropriate eligibility list. As part of the agreement, the Water Services Department also requests to hire each employee above base, and to slot them into a step that is closest to their current salary with the Cumberland Utility District.

The department further requests that their continuous service date with Cumberland Utility be connected and recognized by the Metropolitan Government, for purposes of vacation and sick leave accrual only, and that any accrued balances of sick and vacation be transferred and credited to their record. This proposal is consistent with previous transition plans of employees from utility acquisitions such as Joelton Utility in the 1970's, Madison Utility in the 1980's, Thermal Transfer Corp. and the Cumberland Utility District, which was most recently approved by the Commission in May of 1995.

**MOTION:** *After some discussion, Commissioner Rachel moved for approval of the requests as listed above. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

d. Employee Bonus Awards for the following:

| <u>NAME</u>             | <u>TITLE</u>                        | <u>AMOUNT</u> |
|-------------------------|-------------------------------------|---------------|
| Jerry R. Perigo         | Industrial Technician Master        | \$250.00      |
| Michael T. Walker       | Industrial Electrician 1            | \$250.00      |
| Michael Seremet         | Engineering Technician 3            | \$500.00      |
| Woodrow S. Dawson       | Environmental Laboratory Manager    | \$250.00      |
| Thomas L. Dodson, Jr.   | Engineering Technician 3            | \$250.00      |
| Vernon W. Frye          | Special Projects Manager            | \$250.00      |
| Luther L. Luton, III    | Treatment Plant Assistant Manager   | \$250.00      |
| William T. McNeal       | Engineer 1                          | \$250.00      |
| Thomas D. Melton        | Treatment Plant Assistant Manager   | \$250.00      |
| Lawrence G. Nave, Jr.   | Treatment Plant Superintendent      | \$250.00      |
| Victor B. Robel         | Technical Specialist 2              | \$250.00      |
| Terry E. White          | Industrial Maintenance Supervisor 1 | \$250.00      |
| William E. Wilee        | Administrative Services Officer 4   | \$250.00      |
| Joseph Dillard, III     | Equipment Operator 2                | \$250.00      |
| Michael W. Farley       | Equipment Operator 2                | \$250.00      |
| Victor W. Garner        | Maintenance & Repair Leader 2       | \$250.00      |
| Shelly E. Gray          | Equipment Operator 3                | \$250.00      |
| James N. Green          | Equipment Operator 3                | \$250.00      |
| Donald J. Hale          | Maintenance & Repair Leader 2       | \$250.00      |
| Thomas L. Hall          | Maintenance & Repair Leader 1       | \$250.00      |
| John W. Haskins         | Equipment Operator 2                | \$250.00      |
| Randall B. Knight       | Equipment Operator 3                | \$250.00      |
| Albert L. McKinnon      | Maintenance & Repair Leader 2       | \$250.00      |
| Charles D. Sharp        | Painter 1                           | \$250.00      |
| Michael E. Trimble      | Equipment Operator 3                | \$250.00      |
| Cecil Trotter           | Maintenance & Repair Leader 2       | \$250.00      |
| Jeffery R. Turner       | Maintenance & Repair Leader 1       | \$250.00      |
| James O. Boyd, Jr.      | Industrial Technician Master        | \$250.00      |
| Charles E. Bush         | Industrial Mechanic 2               | \$250.00      |
| James L. Elliott        | Industrial Maintenance Supervisor 1 | \$250.00      |
| Thomas E. Gleaves       | Industrial Mechanic 2               | \$250.00      |
| Ricky W. Hillis         | Industrial Technician Master        | \$250.00      |
| Thomas E. Hudgins       | Industrial Electrician 2            | \$250.00      |
| Christopher B. Malone   | Utility System Helper               | \$250.00      |
| Johnny L. Bare          | Industrial Technician Master        | \$250.00      |
| Charles E. Foster       | Industrial Technician Master        | \$250.00      |
| Terry L. Hunt           | Industrial Technician Master        | \$250.00      |
| James M. Kemp           | Industrial Technician Master        | \$250.00      |
| James R. Morgan         | Industrial Maintenance Supervisor 1 | \$250.00      |
| David W. Wilson         | Industrial Electrician 2            | \$250.00      |
| Christopher D. Stewart  | Treatment Plant Shift Operator      | \$750.00      |
| Charles D. Hudgens, Jr. | Industrial Technician Master        | \$500.00      |
| Charles W. True, Jr.    | Industrial Electrician 1            | \$500.00      |
| Terry E. White          | Industrial Maintenance Supervisor 1 | \$500.00      |
| Belachew Damte          | Treatment Plant Technician 2        | \$100.00      |
| Frank H. Holley         | Treatment Plant Technician 1        | \$100.00      |
| Scott D. McGregor       | Treatment Plant Technician 2        | \$100.00      |
| Jack C. Swift           | Treatment Plant Technician 3        | \$100.00      |
| Steven K. Weir          | Treatment Plant Technician 1        | \$100.00      |
| Gary W. Garrison        | Engineering Technician 3            | \$750.00      |
| Larry G. Davis          | System Services Assistant Manager   | \$750.00      |
| Patricia E. Parrish     | Information Systems Analyst 2       | \$250.00      |
| Lee N. Gryll            | Information Systems Specialist      | \$250.00      |

(Continued –Water Service Employee Bonus Awards)

|                         |                              |          |
|-------------------------|------------------------------|----------|
| Gloria J. Adams         | Office Support Specialist 2  | \$500.00 |
| Raymond E. Broughton    | Customer Service Field Rep 2 | \$ 25.00 |
| Deric L. Brown          | Customer Service Field Rep 1 | \$ 25.00 |
| Rhonda J. Burnette      | Application Technician 3     | \$ 20.00 |
| David J. Chaney         | Customer Service Field Rep 3 | \$ 50.00 |
| Larry F. Cline          | Customer Service Field Rep 3 | \$ 25.00 |
| Robert M. Collier       | Customer Service Field Rep 1 | \$ 50.00 |
| Caleb H. Darwin, III    | Customer Service Field Rep 1 | \$ 25.00 |
| Michael W. Fontaine     | Customer Service Field Rep 1 | \$ 50.00 |
| George C. Gamble, Jr.   | Customer Service Field Rep 1 | \$ 25.00 |
| Thomas E. Haynes        | Customer Service Field Rep 1 | \$ 25.00 |
| Joseph P. Henson        | Customer Service Field Rep 1 | \$ 50.00 |
| Felix Hills, II         | Customer Service Field Rep 1 | \$ 25.00 |
| Michael A. Illarramendi | Customer Service Field Rep 1 | \$ 25.00 |
| Jason T. Johnson        | Customer Service Field Rep 2 | \$ 25.00 |
| Jimmie L. Jones, Jr.    | Customer Service Field Rep 2 | \$ 25.00 |
| Eric D. Lavender        | Customer Service Field Rep 3 | \$ 25.00 |
| Randall T. Lewis        | Customer Service Field Rep 3 | \$ 25.00 |
| Frank W. Murray, II     | Customer Service Field Rep 1 | \$ 50.00 |
| Gary N. Nicholson       | Customer Service Field Rep 3 | \$ 25.00 |
| Daniel R. Risner        | Customer Service Field Rep 3 | \$ 25.00 |
| Anthony F. Sims         | Application Technician 3     | \$ 25.00 |
| Bobby J. Starkey, Jr.   | Customer Service Field Rep 3 | \$ 25.00 |
| Christopher H. Waddell  | Customer Service Field Rep 1 | \$ 25.00 |
| Elliott O. Waters       | Customer Service Field Rep 1 | \$ 25.00 |
| Dorwin R. West, Sr.     | Customer Service Field Rep 1 | \$ 25.00 |

Ms. Robin Brown said these requests are in accordance with the Civil Service Policy on Employee Bonus Awards.

**MOTION:** *After some discussion, Commissioner Rachel moved for approval of the requests as listed above. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

**HUMAN RESOURCES**

Mr. John W. Lynch, Director, submits the following for the Commission’s consideration and appropriate action:

( 1: *Review of Initial Order – Craig Helzer, Public Works/Grievance*

This case was scheduled for hearing on March 19, 2003, involving Mr. Craig Helzer, an employee of the Department of Public Works. Mr. Helzer filed an appeal of the Appointing Authority’s decision to deny his claim for Injury on Duty through the defined three stage Grievance Procedure. He alleged that on September 18, 2002, he was injured by the Medical Professional’s physical examination procedure, while at the Metro Occupational Health Clinic. Mr. Helzer further appealed this matter to the Civil Service Commission, and the case was assigned to Hearing Officer Greg Rodriguez. Ms. Ann O’Connell, Metro Legal Department, represented Public Works, and Mr. Helzer, *having been duly notified*, was not present or represented by counsel for the hearing. Hearing Officer Rodriguez reviewed the matter and decided to proceed with the hearing as scheduled. On March 24, 2003, Commissioner Rodriguez entered an **Order to UPHOLD** the Appointing Authority’s decision to deny the IOD claim by Mr. Helzer.

**MOTION:** *After some discussion, Commissioner Rachel moved to Uphold the Initial Order as submitted by Hearing Officer Rodriguez. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

( 2: Review of Initial Order – Joseph Ash, Water Services/3 Day Suspension

Mr. Joseph Ash, Building maintenance Leader, was suspended three days without pay from the Water Services Department for alleged violation of Civil Service Rule 6.7, provisions #11, #12, #31, #32 and #33, which deals with harassment of another employee and behavior/conduct unbecoming. Mr. Ash appealed his suspension to the Commission and the case was assigned to Hearing Officer Michael Allen. Ms. Margaret Darby, Metro Legal Department, represented the Water Service Department and Mr. Ash represented himself.

The case was heard on February 25, 2003 by Hearing Officer Allen. On March 24, 2003, Hearing Officer Allen entered an Order to Uphold the decision of the Appointing Authority to suspend Mr. Ash for three days without pay.

**MOTION:** *After some discussion, Vice-Chairman Corbitt moved to defer this case until the next regular meeting and make the transcript a part of the record. Seconded by Commissioner Rachel and the Commission approved without objection.*

( 3: Review of Initial Order - Juan Knight, Fire/3 Shift Suspension

Mr. Juan Knight, Fire Fighter, was suspended three days without pay from the Fire Department for alleged violation of Civil Service Rule 6.7, which deals with neglect or failure to perform official duties, insubordination, neglect or disobedience to lawful or reasonable orders and conduct unbecoming. Mr. Knight appealed his suspension to the Commission and the case was assigned to Hearing Officer R. Steve Corbitt. Mr. John Long, Metro Legal Department represented the Fire Department and Mr. Knight represented himself.

The case was heard on March 11, 2003 by Hearing Officer Corbitt. On March 17, 2003, Hearing Officer Corbitt entered an Order to Uphold the decision of the Appointing Authority to suspend Mr. Knight for three days without pay.

Mr. Knight and Mr. John Long, Metro Legal Attorney, were both present for oral arguments.

**MOTION:** *After some discussion, Commissioner Rodriguez moved to Uphold the Initial Order as submitted by Hearing Officer Corbitt. Seconded by Commissioner Allen and the Commission approved without objection.*

( 4: Review of Initial Order - Clifford Mann, Police/12 Day Suspension

Police Detective Clifford Mann, was suspended 12 days from the Metropolitan Police Department for alleged violation of provisions in Police General Order 95-19. Mr. Mann appealed his suspension to the Commission and the case was assigned to Hearing Officer R. Steve Corbitt. Ivanetta Davis, Metro Legal Department, represented the Police Department, and Mr. Mann was represented by Attorney Worrick Robinson.

The Case was heard on October 8, 2002 and December 10, 2002 by Hearing Officer Corbitt. On April 11, 2003, Hearing Officer Corbitt **entered an Order to Dismiss charges in incident #1**, involving charges of a poorly written incident report. Accordingly, he ordered that the petitioner **be awarded two (2) days lost pay and other appropriate related benefits**. Commissioner Corbitt **further Affirmed the decision of the Appointing Authority to suspend** Officer Mann for the remaining ten (10) days without pay.

Attorney Worrick Robinson was unable to attend the Commission review and made request to the Civil Service Commission that the matter be deferred one month. Ms. Dawn Deaner, Metro Attorney was present and did not object.

**MOTION:** *After some discussion, Commissioner Rodriguez moved to defer the matter until the next regular meeting. Seconded by Commissioner Allen and the Commission approved without objection.*

( 5: Review of Initial Order – Donald Ridley, Fire/Demotion

Mr. Donald Ridley, presently a Captain with the Metropolitan Fire Department, was demoted from District Chief to Fire Captain, effective March 16, 2002 for violation of Civil Service Policy 6.7, provisions # 32 and #33 dealing with conduct unbecoming an employee of Metro Government and behavior.

Mr. Ridley appealed his Demotion to the Commission, and the case was assigned to State Administrative Law Judge Lynn M. England. Mr. Ridley was represented by Attorney Gary Blackburn and Metro Attorney Lora Barkenbus, represented the Fire Department.

The contested case was heard on October 30, 2002, and on February 20, 2003, Judge England entered an order to:

- **Set aside the Department's demotion** of Grievant Donald Ridley to Fire Captain
- Reinstatement Mr. Ridley as a Fire District Chief
- Award lost Pay
- Award Attorney Fees
- Otherwise be made whole

On March 3, 2003, a **Notice of Appeal and Brief in Favor of Overturning** the Administrative Judge's Order, was filed on behalf of the Fire Department, by Metro Attorney Lora Barkenbus.

On April 1, 2003, a brief was filed on behalf of Donald Ridley, by attorney Gary Blackburn.

Mr. Gary Blackburn, Attorney for the appellant and Ms. Lora Barkenbus, Attorney for Metro Legal were present for oral argument.

**MOTION:** *After much discussion, Commissioner Allen moved to Affirm the Initial Order as submitted by Judge Lynn England, with exception of Attorney Fees. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

( 6: Motion to Stay Proceedings of Frank Gaiters Case, Police/Dismissal

Attorney Brooks Fox, Metro Legal Department, filed a Motion to stay proceedings of this appeal, and requested the Commission to order stay of Civil Service proceedings until the Criminal case against Mr. Gaiters was resolved.

**MOTION:** *After some discussion, Vice-Chairman Corbitt moved for approval of the Motion to Stay Proceedings. Seconded by Commissioner Rachel and the Commission approved without objection.*

( 7: Request to Extend Out-Of-Class Pay Beyond 100 Days for Lieutenant Rob White, Police Dept.  
(Note: Lieutenant White has qualified for Police Captain exam scheduled for May 19-23<sup>rd</sup>.)

Captain Honey Pike said Interim Police Chief Deborah Faulkner, requests approval to extend Out of Class Pay beyond the 100 days limit for Lieutenant Rob White as Acting Captain of the Personal Crimes Division. He has been assigned Out of Class since the promotion of Captain Mickey Miller to Assistant Chief. The department is requesting this extension until such time a new Captain's promotional list is completed.

**ACTION:** *This matter will be extended until the regular commission meeting on July 8, 2003.*

( 8: Request to approve proposed Civil Service Policy 4.7 E-I – Short Term Disability

A private insurance carrier has been contracted by the Employee Benefit Board to provide insurance as an optional benefit for Metro employees, who will pay 100% of the cost for coverage. The intent of the policy is to accommodate employees with unpaid leave during the period they are drawing benefits from the insurance carrier.

**MOTION:** *After some discussion, Commissioner Rachel moved for approval of the request as listed above. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

( 9: Reappointment of Mr. William H. Farmer to Civil Service Commission  
(Information Only)

Mr. Farmer, who serves as Chairman for the Civil Service Commission, was re-appointed for a second term by Mayor Bill Purcell.

**ACTION:** *None was taken.*

( 10: Update (verbal): Blue Ribbon Committee

Mr. Billy Lynch said a Blue Ribbon Committee was appointed by the Vice Mayor to review the salary levels of the Mayor, Vice-Mayor, Metro Council, and to also look at various Elected Officials' salaries throughout Metro. The Mercer Group was contracted to assist the committee appointed by the Vice Mayor. A Committee recommendation was made on a five to one vote, for an annual salary of \$150,000 for the Mayor. The committee further recommended an annual salary of \$20,000 for the Vice-Mayor and \$15,000 for the Council. Mr. Lynch also said there are issues still pending before the committee dealing with an Escalator Clause. Mr. Lynch said the committee would meet again on May 21<sup>st</sup> to address additional concerns.

**ACTION:** *None was taken.*

**LATE ITEM**

( 11: Appeal of "Accredited" College or University Requirements for Police Captain Exam

Mr. Jim Lynch said that Police Lieutenant Duane Phillips requested the Commission to consider his appeal of the "**accreditation**" portion of the Educational Requirement for application to take the Police Captain Exam. Based on the minimum requirements as specified in the job description, the College Degree must be from a college or university as listed in the Accredited Institutions of Postsecondary Education publication, recognized by the American Council on Education, and published in consultation with the Council for Higher Education Accreditation. Lieutenant Phillips projects that he will receive his college degree (Police Science) in four to six weeks from Kennedy - Western University, which is not listed in this publication, and has not applied for any accreditation standard as specified in the job description, which was approved by the Civil Service Commission.

Lieutenant Phillips was not able to attend the meeting due to an urgent family matter.

**MOTION:** *After some discussion, Commissioner Allen moved to deny the appeal. Seconded by Commissioner Rachel and the Commission approved without objection.*

( 12: Communiqués from the public on pending hearings

There were none.

ATTEST:

APPROVED:

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***Mr. John W. Lynch, Director  
Civil Service Commission***

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