

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

JANUARY 13, 2004

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on January 13, 2004 in the Civil Service Conference Room, Suite 163, 222 Building, Third Avenue North, Nashville, Tennessee, at approximately 8:30a.m.

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

**Other Members present:** Mr. Randy Lovett, Assistant Director of Human Resources, and Mr. Michael Safley, Metro Legal Department - Attorney.

**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 held on December 9, 2003. *With nothing further, Commissioner Rachel moved for approval. Commissioner Rodriguez seconded the motion and the Commission approved without objection.*

**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>CARING FOR CHILDREN</u></b>			
* Douglas, Rhonda S.	Office Support Spec 1	Dept Transfer- Transition Civil Service	12/16/03
* Dept Transfer from NCAC from Account Clerk 2 to Caring For Children, Office Supp Spec 1 (SR07)			

**CODES**

Morgan, Freddy D.	Electrical Inspector 1	New Hire	12/01/03
-------------------	------------------------	----------	----------

**FINANCE**

Stephens, Jeremy L.	Finance Officer 2	Promotion	12/16/03
Walker, Sandra M.	Finance Officer 1	New Hire	12/01/03
Ingram, Charles R.	Administrative Services Manager	New Hire	12/16/03

**FIRE**

* Whisenant, David W.	Fire Inspector 2	Class Change	11/16/03
* Robinson, Michael K	Fire Inspector 2	Class Change	12/16/03
^ Esquilla, Maria R.	Emergency Medical Tech 2	Class Change	12/01/03
^ Curry, Spence L.	Emergency Medical Tech 2	Class Change	12/01/03
^ Masner, Paula A.	Emergency Medical Tech 2	Class Change	12/01/03
* Class Change from Fire Inspector 1 (PS04) to Fire Inspector 2 (PS05)			
^ Class Change from Emergency Medical Tech 1 (PS03) to Emergency Medical Tech 2 (PS04)			

**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>GENERAL SERVICES</u></b>			
* Clinard III, Joseph M.	Communications Analyst 2	Class Change/Lateral	12/01/03
* Winton Sr., Ronald W.	Communications Analyst 2	Class Change/Lateral	12/01/03
Armistead, Karyn S.	Equipment & Supply Clerk 1	New Hire	12/01/03
* Class Change from Tech Specialist 1 (SR11) to Communications Analyst 2 (SR11)			

**INFORMATION TECHNOLOGY**

Cathey, John H.	Info Systems Analyst 1	New Hire	12/03/03
-----------------	------------------------	----------	----------

**PARKS**

Hale, Jeremy T.	Maintenance & Repair Leader 1	Promotion	12/01/03
-----------------	-------------------------------	-----------	----------

**LIBRARY**

* Chagunda, Mike A.	Librarian 1	Demotion	11/24/03
Grooms, Walter D.	Library Associate 1	Promotion	12/01/03
Kinzounza, Raymond S.	Library Associate 1	Promotion	12/01/03
& Nabours, Amy V.	Library Associate 1	Voluntary Reduction In Grade	12/16/03
Buchholtz, Katie S.	Library Associate 1	Promotion	12/01/03
% Cornelisen, Wendy A.	Circulation Assistant 1	Transition - Civil Service	12/16/03
% Jones, David M.	Circulation Assistant 1	Transition - Civil Service	12/16/03
Blackman, Andrea D.	Library Associate 3	New Hire	12/01/03
* Demotion from Library Manager 1 (SR11) to Librarian 1 (SR09)			
& Voluntary Reduction in grade from Library Associate 2 (SR07) to Library Associate 1 (SR06)			
% From Part Time Status to Full Time Civil Service			

**PUBLIC WORKS**

Warwick, Stacy R.	Signal Tech 2	Promotion	11/16/03
Wilkerson, Robert L.	Signal Tech 3	Promotion	11/16/03
Turner, Treinity T.	Maintenance & Repair Worker 1	Re-Hire	12/16/03

**SHERIFF**

Barragan, Hector M	Correctional Officer 2	Promotion	11/16/03
Vardaman, Jennifer M	Correctional Officer 2	Promotion	11/16/03
Lewis, Waymond L.	Correctional Officer 2	Promotion	11/16/03

**SOCIAL SERVICES**

* Anthony, Russell B.	Social Worker 2	Voluntary Reduction in Grade	12/16/03
Hosendove, Annie B	Group Care Worker	Re-Hire	12/01/03
* Voluntary reduction in grade from Social Worker 3 (SR10) to Social Worker 2 (SR09)			

**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<b><u>WATER SERVICES</u></b>			
* Wilson, Angelia G.	Office Support Spec 1	Class Change - Lateral	12/01/03
Bush Jr., Thomas E	Equipment Operator 3	Promotion	12/16/03
Mullins, Thomas L	Industrial Maintenance Supervisor 2	Promotion	12/16/03
Hayes, Joshua B.	Envir Compliance Officer	New Hire	12/01/03
Duncan, Jeff	Engineer 2	New Hire	12/01/03
Millican Jr., James E.	Engineering Tech 3	New Hire	12/01/03
* Class Change from Equipment & Supply Clerk 3 (SR07) to Office Support Specialist 1 (SR07) - Lateral			

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

**TERMINATIONS/ PENSIONS**

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Bryant, Virgil G	Building Inspector 2	Pensioned	Codes Administration	12/19/03
Myricks, Angela M.	Emergency Telecommunicator 2	Resignation	Emergency Comm	11/20/03
Messemer, Kellyanne J.	Emergency Telecommunicator 1	Dismissal	Emergency Comm	11/19/03
Avery, Mickey R	Fire Fighter 2	Resignation	Fire	12/19/03
Wallace Jr., Charles D	Fire Captain	Deceased	Fire	12/19/03
Gregory, Glenda M.	General Services Division Mgr	Resignation	General Services	11/20/03
Underwood, Donald D	Automotive Mechanic-Cert	Dismissal	General Services	11/20/03
Levine, Steven E.	Building Maintenance Mechanic	Resignation	Municipal Auditorium	12/19/03
Smith, Jill Marie	Naturalist 3	Resignation	Parks	11/20/03
Blackwell, Jason D.	Maintenance & Repair Worker 1	Dismissal	Parks	12/19/03
Hathaway, Chatica L.	Recreation Leader	Dismissal	Parks	11/20/03
Woodruff, Rosie E	Office Support Spec 1	Pensioned	Planning Commission	12/04/03
Calahan, Michael F.	Police Sergeant	Pensioned	Police	12/19/03
Lawson, Juli A.	Police Officer 2	Pensioned	Police	11/20/03
Flair Sr., Larry T	Police Officer 3	Pensioned	Police	11/20/03
Browning, Elaine F	Police Operations Coordinator 2	Pensioned	Police	12/19/03
Wade, Lawrence	Police Security Guard 1	Resignation	Police	11/20/03
Armstrong, Daniel R.	Police Security Guard 1	Resignation	Police	12/19/03
Wynn, Vivian R.	Library Services Assistant Director	Resignation	Public Library	12/03/03
Lanier, Zennie P.	Office Support Rep 2	Pensioned	Public Library	12/04/03
Bedford, Tanesha E.	Office Support Rep 2	Resignation	Public Library	11/20/03
Gleaves, Jordan S.	Library Page	Resignation	Public Library	12/04/03
McGhee, Edgar T.	Sanitation Worker	Pensioned	Public Works	11/20/03
McEwen, Wayne V.	Sanitation Leader	Pensioned	Public Works	12/19/03
Bond, Dennis	Maintenance & Repair Worker 1	Resignation	Public Works	12/04/03
Patton, Sean C.	Maintenance & Repair Worker 2	Resignation	Public Works	11/16/03
Andrews, Carol D.	Office Support Rep 2	Resignation	Public Works	12/19/03
Turner, Trenity T.	Maintenance & Repair Worker 1	Resignation	Public Works	12/17/03
Hannah, James R.	Equipment Operator 1	Resignation	Public Works	12/04/03
Stafford, Darrin K.	Maintenance & Repair Worker 1	Dismissal	Public Works	11/20/03
Moscato, Charlene	Correctional Officer 2	Pensioned	Sheriff	11/20/03
Dews, Stacy H.	Correctional Officer 1	Resignation	Sheriff	12/04/03
Dye, Thomas E.	Correctional Officer 1	Resignation	Sheriff	12/04/03
Copelli, Mark J.	Correctional Officer 1	Dismissal	Sheriff	11/20/03

**TERMINATIONS/ PENSIONS**

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Kemp, Richard B.	Correctional Officer 1	Resignation	Sheriff	11/20/03
Peters, Norman K.	Correctional Officer 1	Resignation	Sheriff	12/01/03
Rodocker, Joseph M.	Correctional Officer 1	Resignation	Sheriff	11/20/03
Vanstory, Michael L.	Correctional Officer 1	Dismissal	Sheriff	11/20/03
Spears Jr., Marion H	Group Care Worker	Deceased	Social Services	11/20/03
Jordan, Eleanor J.	Social Worker 2	Pensioned	Social Services	11/19/03
Stamps, Bobbie J.	Nutrition Site Coordinator	Resignation	Social Services	12/19/03
Sutton, William O	Treatment Plant Tech 3	Pensioned	Water Services	12/19/03
Brady Jr., Auda	Treatment Plant Assistant Mgr	Pensioned	Water Services	12/19/03
McMillion, Arthur C	Maintenance & Repair Worker 3	Pensioned	Water Services	12/04/03
Cantwell, John N	Industrial Maintenance Supv 1	Resignation	Water Services	11/19/03
Knight, Randall B	Equipment Operator 3	Pensioned	Water Services	12/04/03

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

**ELIGIBILITY REGISTER REPORT**

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Administrative Services Manager - Construction	Open	Finance
Program Specialist 3 - Community	Dept	Finance
Office Support Spec 1 - CFC	Open	Finance/CFC
Info Systems Analyst 2 - Library	Open	Library
Building Maintenance Superintendent	Dept	Parks
Equipment Operator 3 - Storm Water	Dept	Water Service
Industrial Maintenance Supervisor 1	Dept	Water Service
* Parks & Recreation Director	Open	Parks
* General Services Director	Open	General Services

\* Late Item

**REGISTERS ABOLISHED**

<u>Date Established</u>	<u>Classification</u>	<u>Register</u>	<u>Number On Register</u>
08/20/2002	Warrant Officer	Open	105
04/28/2003	Maintenance & Repair Worker 2 - Tree	Dept	3
04/06/2001	Maintenance & Repair Worker 3 - Tree	Dept	4

**MOTION:** *After some discussion, Commissioner Rachel moved to accept the Register Report as submitted. Seconded by Commissioner Allen and the Commission approved without objection.*

\*LATE ITEM

**MOTION:** *After some discussion, Commissioner Rachel moved to accept the Register Report as submitted. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

**DEPARTMENTAL ITEMS****LATE ITEM****EMERGENCY COMMUNICATION CENTER**

REQUEST: Ms. Roxanne Brown, Director, represented by Ms. Jeannie Mallory, requested approval for Employee Increment Advances effective January 1, 2004 for the following:

Jessica Eldridge	Emergency Telecommunicator 1	SR06/step01	\$25,407 to step03	\$27,101
Brian Joynt	Emergency Telecommunicator 1	SR06/step01	\$25,407 to step03	\$27,101
Amanda Langos	Emergency Telecommunicator 1	SR06/step01	\$25,407 to step03	\$27,101
Caleb Niemietz	Emergency Telecommunicator 1	SR06/step01	\$25,407 to step03	\$27,101
Jan Paone	Emergency Telecommunicator 1	SR06/step01	\$25,407 to step03	\$27,101
Sabrina Barringer	Emergency Telecommunicator 1	SR06/step01	\$25,407 to step03	\$27,101
Jennifer Smith	Emergency Telecommunicator 1	SR06/step01	\$25,407 to step03	\$27,101
Jason Barker	Emergency Telecommunicator 1	SR06/step01	\$25,407 to step03	\$27,101
Alicia Whitehead	Emergency Telecommunicator 1	SR06/step01	\$25,407 to step03	\$27,101
Deborah Prokop	Emergency Telecommunicator 1	SR06/step01	\$25,407 to step03	\$27,101
Mary Sligh	Emergency Telecommunicator 1	SR06/step01	\$25,407 to step03	\$27,101

Ms. Mallory said the Bonuses are a part of the continued program to provide incentives for employees to complete their EMD certification.

**LATE ITEM**

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

**FINANCE**

REQUEST: Mr. David Manning, Director, represented by Ms. Mitzi Martin, requested approval to Hire Above Mid-Point/Open Range, Ms. Kristi Conrad, Finance Officer 2, effective January 16, 2004. SR10

Ms. Mitzi Martin said Ms. Conrad would be working in the Payroll division of Finance with responsibility for quality control of the payroll and pension calculations. In her previous employment with Wilson & Lawrence, she assisted Metro with their pension and Benefit Plans. Ms. Conrad is knowledgeable and very experienced in this field.

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

**LATE ITEM****POLICE**

REQUEST: Acting Chief of Police Deborah Faulkner requests to extend Out of Class pay beyond 100 days for Sergeant Keith Elliott. (Retroactive for the period of January 20, 2003 through December 31, 2003)

Captain Honey Pike said Sgt. Keith Elliott was working out of class as a Lieutenant in the absence of Lieutenant Rob White, who was assigned as acting Captain of the Personal Crimes Division. This request would be retroactive for the period of January 20, 2003 through December 31, 2003.

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

## HUMAN RESOURCES

Mr. Randy Lovett, Acting Director, submits the following for the Commission's consideration and appropriate action:

- ( 1: Report from the Police Department on Out-of-Class pay beyond 100 days for the following:  
(Information Only)

Lieutenant Todd Henry  
Lieutenant Rob White  
Lieutenant Rita Baker

Captain Honey Pike said this matter has been resolved with each individual being promoted to Police Captain.

**ACTION:**        *None.*

- ( 2: Report on Administrative Leave with pay for Mr. Jerry Preuett, Emergency Communications Center. (This item was approved at the December 9<sup>th</sup> meeting for an extension until January 13, 2004.

Ms. Jeannie Mallory said Mr. Preuett has returned to work and will be transferring to the Fire Department effective January 14, 2004.

**ACTION:**        *None*

- ( 3: Review of Initial Order – Jim Lawrence, Fire Department – Thirty (30) Days Suspension

Fire Lieutenant Jim Lawrence was suspended thirty (30) days without pay from the Fire Department for alleged violation of Civil Service Rule 6.7, provision #32 and #33 dealing with conduct unbecoming a Metro Government employee. Mr. Lawrence appealed his suspension to the Commission and the case was assigned to Hearing Officer Greg Rodriguez. Mr. John Long, Attorney for Metro Legal Department represented the Fire Department and Mr. Mark Mayhew represented fire Lieutenant Lawrence.

The case was heard on September 29, 2003 by Hearing Officer Rodriguez. On November 4, 2003, Hearing Officer Rodriguez entered an Order to Vacate the decision of the Appointing Authority to suspend Lawrence for thirty days without pay. He further ordered that Lawrence be awarded back pay and that all records of this matter be removed from the Petitioner's Personnel File. On December 1, 2003, Attorney John Long submitted a brief and on December 8, 2003, Attorney Mark Mayhew submitted a response. Briefs were included. Metro Attorney John Long and Petitioner's Attorney Dewey Branstetter presented Oral Argument before the Commission.

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

- ( 4: Review of Initial Order – Clifford Mann, Police/Twelve Days Suspension  
(This case was remanded back before Hearing Officer Corbitt to re-consider additional information)

This case came before the Commission for review on September 9, 2003. Upon consideration by the Commission, Chairman Farmer issued an order to remand the case back to Hearing Officer Steve Corbitt for further consideration. The case was heard again on September 30, 2003 by Steve Corbitt to consider additional evidence in this matter. Briefs were entered by Attorney Worrick Robinson and Metro Attorney

Dawn Deaner. On November 6, 2003 Hearing Officer Corbitt entered an Order that the admission of new case information regarding the investigation of Lt. Alexander be denied and that the Initial Order be affirmed.

Case History:

Police Detective Clifford Mann was suspended twelve (12) days from the Metropolitan Police Department for alleged violation of provisions in Police General Order 95-19. Detective 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 present for the review and addressed the Commission.

**MOTION:** *After much discussion, Commissioner Rachel moved to Modify the Initial Order submitted by Hearing Officer Corbitt to sustain only a one (1) day suspension without pay for incident #5, and then adopt this modified order as Final. Secoded by Commissioner Rodriguez and the Commission approved without objection.*

( 5: JOB DESCRIPTIONS

Librarian I

Mr. Randy Lovett said the proposed revision to the job description for Librarian I was minor, but would allow this classification to encompass the position of Bookmobile Operations Supervisor.

**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.*

Social Services Director

Ms. Veronica Frazier said the Human Resources Department had been working with Ms. Dot Berry, Interim Director of Social Services in an effort to develop the search process for the new Social Services Director. She said the present job description requires a Master's Degree in Social Work from an accredited college or university and six years of experience in Social Work, including three years of experience in an administrative capacity. The proposed change would be a Bachelor's Degree from an accredited college or university and eight years of experience in Social Work or a closely related field, including four years in an administrative/managerial capacity.

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

( 6: Report on Metro Administrative Referral Protocol for the Horizon Employee Assistance Program (Information Only)

Veronica Frazier presented an Administrative Referral report regarding the EAP Protocol. She said this protocol will be distributed to Departmental HR Coordinators and Department Heads in an effort to assist departments with EAP related employee issues.

**ACTION:** *None*

( 7: Report on Employee Performance Management System  
(Information Only)

Mr. Mark Marshall presented a report to the Commission detailing the next phase of the Results Matter initiative, which will involve Directors and Assistant Directors in eleven departments for the period of January 2004 through June 2004. Results will be reported to the Commission June 2004.

( 8: Revision in Labor Policy concerning Bargaining Units.

SEIU, FOP and Police Civilians Association made request by letter for action of the following:

- Change non-exempt employees of the E-911 center (excluding Fire/EMT Dispatcher) from the Police Civilians Association bargaining unit to the General Government bargaining unit represented by SEIU.
- Create a special bargaining unit for Park Rangers classifications, then change the bargaining unit from SEIU to FOP.

Mr. Don Driscoll, SEIU, addressed the Commission to comment on the revisions.

Mr. Lovett said the current Labor Policy needs to be amended and can be handled as an internal mechanism.

Mr. Driscoll said he supports the FOP being a separate unit in the General Government. Mr. Lovett said that he had met with FOP President Ed Mason, and is ready to move forward with SEIU, but noted there are a few points that will need to be worked out. There will be an update for the Commission at the February meeting.

**ACTION:** *For information only.*

( 9: Communiqués from the public on pending hearings

There were no reports.

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

**ATTEST:**

**APPROVED:**

---

Mr. Randy Lovett, Acting Director  
**Civil Service Commission**

---

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