

**MINUTES  
METROPOLITAN CIVIL SERVICE COMMISSION**

**NOVEMBER 9, 2004**

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on November 9, 2004 in the Civil Service Conference Room, Suite 163, 222 Building, Third Avenue North, Nashville, Tennessee, at approximately 8:30.m.

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

**Other Members present:** Ms. Dorothy S. Berry Interim Director of Human Resources, and Mr. Michael Safley, Metro Legal Department - Attorney.

**OCTOBER 12, 2004 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. ***With nothing further, Commissioner Rodriguez moved for approval. Commissioner Allen seconded the motion and the Commission approved without objection.***

**NOTE:** Chairman Farmer recognized Ms. Dorothy Berry as the Interim Director of Human Resources.

**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
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**CODES ADMINISTRATION**

Penn Jr., William	Property Standards Inspection Chief	Promotion	10/16/04
Myers, William L	Plumbing Inspection Chief	Promotion	10/16/04

**EMERGENCY COMMUNICATIONS CENTER**

Aronson, Joshua P.	Emergency Telecommunicator 1	New Hire	10/18/04
Brock, Nikki	Emergency Telecommunicator 1	New Hire	10/18/04
Coble, Gloria L.	Emergency Telecommunicator 1	Re-Hire	10/18/04
Chaney, Cenora R.	Emergency Telecommunicator 1	New Hire	10/18/04
Felts, Amanda E.	Emergency Telecommunicator 1	New Hire	10/18/04
Fujino, Dolores M.	Emergency Telecommunicator 1	New Hire	10/18/04
Pendleton, Tyra D.	Emergency Telecommunicator 1	Re-Hire	10/18/04
Perkins, Patricia A	Emergency Telecommunicator 1	New Hire	10/18/04
Serrano, Luis I.	Emergency Telecommunicator 1	New Hire	10/18/04
Spruill, Kelli E.	Emergency Telecommunicator 1	New Hire	10/18/04
Stipe, David L.	Emergency Telecommunicator 1	New Hire	10/18/04

**FINANCE**

Edwards, Christopher J.	Finance Administrator	New Hire	10/18/04
Inthavong, Chiengchay	Finance Officer 2	Promotion	10/01/04
Yates, Laura E.	Finance Officer 3	Promotion	10/01/04
Neumaier, Anthony J.	Finance Officer 3	Re-Hire	10/16/04

**FIRE**

*Pulley, Garrell L.	Fire Maintenance Worker 1	Class Change	10/06/04
Hunt, Danny W.	Fire Marshal	Promotion	10/16/04
Armstrong, James R	Fire Captain	Promotion	10/16/04

**APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>TYPE</u></b>	<b><u>DATE</u></b>
<b><u>FIRE</u></b>			
Claiborne, Roger L	Fire Captain	Promotion	10/16/04
Crowell, Glenn A.	Fire Captain	Promotion	10/16/04
Davis, Edward N	Fire Captain	Promotion	10/16/04
Erdelyan, Michael W	Fire Captain	Promotion	10/16/04
Monast, Maurice R.	Fire Captain	Promotion	10/16/04
Monast, Robert L	Fire Captain	Promotion	10/16/04
Morton, John T	Fire Captain	Promotion	10/16/04
Murray, Bobby R	Fire Captain	Promotion	10/16/04
Pruett, Joe B	Fire Captain	Promotion	10/16/04
Waggoner, Michael P	Fire Captain	Promotion	10/16/04
Adair, Rubert D.	Fire Engineer	Promotion	10/16/04
Bogle, Robert W.	Fire Engineer	Promotion	10/16/04
Downey, Dennis D.	Fire Engineer	Promotion	10/16/04
Graham Jr., Winston C	Fire Engineer	Promotion	10/16/04
Jackson, Michael B	Fire Engineer	Promotion	10/16/04
Jackson, Rex A.	Fire Engineer	Promotion	10/16/04
Kieffer, James D	Fire Engineer	Promotion	10/16/04
Schafer, Chris T	Fire Engineer	Promotion	10/16/04
Stevens, Darryl G	Fire Engineer	Promotion	10/16/04
Tomlinson Jr., Jerry J.	Fire Engineer	Promotion	10/16/04
Williams, Steve C	Fire Engineer	Promotion	10/16/04
Willingham, Andrew M	Fire Engineer	Promotion	10/16/04
Wingett III, Hugh H.	Fire Engineer	Promotion	10/16/04
**Hargis Jr., Gary K	Fire Fighter 2	Demotion	10/16/04

\*Class Change from Fire Recruit (PS2) to Fire Maintenance Worker (TG12)

\*\*Demotion from Fire Captain (PS6) to Fire Fighter 2 (PS4)

**GENERAL SERVICES**

Hall, Russell J	Safety Coordinator	Promotion	10/16/04
*Galvin, Bridget M.	Office Support Spec 1	Department Transfer	10/11/04
*Palk, Andrea H	Finance Officer 2	Department Transfer	10/01/04

\*Department transfer from Finance to General Services, same classification

**INFORMATION TECHNOLOGY SYSTEMS**

Nimmo, David W.	Systems Advisor 1	Promotion	10/01/04
Arwine, Troy J.	Info Systems Division Manager	Promotion	10/01/04
Keck, Margaret H.	Info Systems Division Manager	Promotion	10/01/04
Smiley, Lori A.	Info Systems Division Manager	Promotion	10/01/04
Chitwood, Connie L.	Administrative Specialist	Promotion	10/01/04
Carver, Derek C.	Info Systems Assistant Director	Promotion	10/16/04
Cole, Beverly A.	Info Systems Assistant Director	Promotion	10/16/04
*Holman, Rebecca A.	Info Systems Tech 1	Class Change/Lateral	10/16/04
Renfro, Michelle L.	Info Systems Tech 1	Promotion	10/16/04
McCoy, Andrew K.	Info Systems Analyst 2	New Hire	10/27/04

\*Class Change from IS Customer Service Rep 2 (SR8) to IS Tech 1 (SR8)

**APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>TYPE</u></b>	<b><u>DATE</u></b>
<b><u>JUVENILE COURT</u></b>			
*Shearon, Dorothea D.	Probation Officer 1	Transition to Civil Service	10/1/04
*Summerlin, Katherine D	Probation Officer 1	Transition to Civil Service	10/1/04
*Transition to Civil Service from Non-Civil Service, same classification			
<b><u>PARKS</u></b>			
Westfield, Richard D	Special Programs Coordinator	Class Change	10/16/04
Ellington, Richard L.	Park Ranger 1	New Hire	10/01/04
Widman, Paul D.	Parks & Recreation Assistant Director	New Hire	10/01/04
*Clark, Stanley L.	Recreation Leader	Transition to CS	10/15/04
*Franks, Valencia R.	Recreation Leader	Transition to CS	10/15/04
*Howard, Tiffany N.	Recreation Leader	Transition to CS	10/15/04
*London, Janica L.	Recreation Leader	Transition to CS	10/15/04
*Neloms Jr., Parvin J.	Recreation Leader	Transition to CS	10/15/04
*Washington, Fallon L.	Recreation Leader	Transition to CS	10/15/04
*Transition to CS from Part Time status			
<b><u>PLANNING COMMISSION</u></b>			
Wooton, Christopher W	Planning Tech 2	Promotion	09/16/04
Bennett, Gail S.	Office Support Rep 1	New Hire	10/13/04
<b><u>POLICE</u></b>			
Hagar, Michael T.	Police Captain	Promotion	10/01/04
Skipworth, Bonnie S.	Administrative Services Officer 2	Re-Hire	10/01/04
Alexander, Michael L.	Police Lieutenant	Promotion	10/01/04
Pylkas, Matthew J.	Police Lieutenant	Promotion	10/01/04
Jaeger, Kendall T.	Police Officer 2	Re-Employment	10/01/04
Epperson, Stephanie M.	Police Operations Assistant 1	New Hire	10/01/04
Hayes, Ashley C.	Police Operations Assistant 1	New Hire	10/01/04
Martin, Jamie M.	Police Operations Assistant 1	New Hire	10/01/04
*Reynolds, Eolanda	Police Operations Assistant 1	Transition to CS /Department Transfer	10/01/04
Beck, Stephen E.	Police Sergeant	Promotion	10/01/04
Humes, David W	Police Sergeant	Promotion	10/01/04
Johnson, James	Police Sergeant	Promotion	10/01/04
McWright, Jon W	Police Sergeant	Promotion	10/01/04
Vaughn, Richard W	Systems Advisor 2	Promotion	10/01/04
Butler, Derek S.	Police Security Guard 1	New Hire	10/16/04
Waack, Joseph J.	Technical Specialist 1	New Hire	10/16/04

\*Department Transfer from MAC (Teacher Assistant, MC01) to Police Department (Police Operations Assistant 1, SR4)

**APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>TYPE</u></b>	<b><u>DATE</u></b>
<b><u>PUBLIC LIBRARY</u></b>			
Barrett, Miriam G.	Librarian 1	Promotion	10/16/04
Davis, Karen D.	Circulation Assistant 1	New Hire	10/16/04
*Girard, John J.	Circulation Assistant 1	Transition to CS	10/01/04
Franklin, Barbara A	Library Manager 2	Promotion	10/16/04

\*Transition to CS from Part Time status

**PUBLIC WORKS**

Hopkins-Glascock, Gwen	Customer Services Manager	Promotion	10/16/04
Ayers, Phillip L.	Maintenance & Repair Worker 1	New Hire	10/16/04
Brooks, Tyrone R.	Maintenance & Repair Worker 1	Re-Hire	10/16/04
Cothorn Jr., Paul E	Maintenance & Repair Worker 1	Re-Employment	10/16/04
Morgan, Eric C.	Maintenance & Repair Worker 1	New Hire	10/16/04
Phillips, Jonathan C.	Maintenance & Repair Worker 1	New Hire	10/16/04
Prichard, Jackie E.	Maintenance & Repair Worker 1	New Hire	10/16/04
Reed, Ulricka C.	Maintenance & Repair Worker 1	New Hire	10/16/04
Stamps, Richard A.	Maintenance & Repair Worker 1	New Hire	10/01/04
Wetnight, James G.	Maintenance & Repair Worker 1	New Hire	10/16/04
Majors Jr., Donald A.	Equipment Operator 1	Promotion	10/16/04
Sparkman, Paul B.	Equipment Operator 1	Promotion	10/01/04
Stephens, Randall K.	Equipment Operator 1	Promotion	10/16/04
Taylor, Jason W.	Equipment Operator 1	Promotion	10/16/04
Turner, Derrick D.	Equipment Operator 1	Promotion	10/16/04
*Baker, Carl D.	Equipment Operator 2	Vol Reduction	
		In Salary Grade	10/16/04
Jones, Johnny W.	Equipment Operator 2	Promotion	10/01/04
Jones, Jerry W.	Maintenance & Repair District S	Promotion	10/01/04
Jones, Phillip W.	Maintenance & Repair District S	Promotion	10/01/04
Deardorff, Kenneth W.	Maintenance & Repair Leader 2	Promotion	10/01/04
McKay, Danny E.	Maintenance & Repair Leader 2	Promotion	10/01/04
Buford, Ivan L.	Maintenance & Repair Worker 2	Promotion	10/16/04
Moore Jr., Joseph R.	Maintenance & Repair Worker 2	Promotion	10/16/04
Reitmeyer, Michael J.	Signal Tech 1	New Hire	10/01/04
Robinson, William H.	Compliance Inspector 1	Promotion	10/16/04
Davidson, Daniel E.	Pub Works Assistant Dir-F & A	Promotion	10/16/04

\*Voluntary reduction in grade from Equipment Operator 3 (TG8) to Equipment Operator 2 (TG7)

**SHERIFF**

Yount, Joe S.	Correctional Officer Sergeant	Promotion	10/16/04
Johnson III, Leonard G.	Correctional Officer 2	Promotion	10/01/04

**SOCIAL SERVICES**

Adewole, George O.	Group Care Worker	Re-Hire	10/01/04
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**APPOINTMENTS**

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>WATER</u>			
Frierson, John S	Indust Mechanic 1	Promotion	10/01/04
Johnson, Robert M.	Indust Mechanic 1	Promotion	10/01/04
Spain, Thomas E	Indust Mechanic 1	Promotion	10/01/04
*Kuoppamaki, Ann	Planner 1	Transition to Civil Service	10/01/04
^Hale, Donald J.	Equipment Operator 3	Demotion	10/01/04
Hyde Jr., Joseph D	Treatment Plant Shift Supervisor	Promotion	10/01/04
Martin, Katherine E.	Office Support Rep 2	New Hire	10/01/04
Mitchell, Emerald M.	Office Support Rep 2	New Hire	10/01/04

\*Transition to CS from Emergency Status

^Demotion from M&R Leader 2 (TL9) to Equipment Operator 3 (TG8)

**MOTION:** *After some discussion, Vice-Chairman Corbitt 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>
Ross, Angela	Emerg Telecommunicator 1	Resignation	Emerg Comm Center	10/12/04
Sligh, Mary K.	Emerg Telecommunicator 2	Resignation	Emerg Comm Center	09/30/04
Gordon, Stephen B.	Purchasing Agent	Resignation	Finance	10/08/04
Shepherd Jr., Walter C.	Finance Officer 3	Pensioned	Finance	10/13/04
Thomas, Barbara B.	Finance Spec	Pensioned	Finance	09/24/04
Tucker, Judy W.	Finance Officer 3	Pensioned	Finance	10/14/04
Church Jr., Frank B	Fire Fighter 2	Pensioned	Fire	09/30/04
Ferguson, Betty Louise	Office Support Spec 1	Pensioned	Fire	10/06/04
Wilson, Barbara B	Administrative Assistant	Pensioned	Fire	10/06/04
Denson, Archie C	Equipment & Supply Clerk 2	Pensioned	General Services	10/13/04
Farrar, Wayne P	Bldg Maintenance Lead Mechanic	Pensioned	General Services	10/15/04
Marsh, Gary A.	Info Systems Analyst 2	Resignation	ITS	09/30/04
Clemons, Riley M.	Maintenance & Repair Supervisor	Pensioned	Parks	10/15/04
Langford, Ryan L.	Maintenance & Repair Worker 1	Resignation	Parks	09/27/04
Stroupe, Fred S	Planning Tech 3	Pensioned	Planning Commission	10/21/04
Adcox, Christine W.	Police Officer 2	Resignation	Police	10/11/04
Hoffmann, Charles H	Police Officer 2	Resignation	Police	09/24/04
McClure, Suzanne	Police Officer 2	Pensioned	Police	10/07/04
Pafford, William D.	Police Officer 2	Pensioned	Police	10/01/04
Highfill, Melissa A.	Custodian 1	Resignation	Public Library	10/15/04
Bibee, Charles L.	Sanitation Worker	Pensioned	Public Works	10/21/04
Krantz, Jeremy W.	Office Support Rep 2	Resignation	Public Works	09/30/04
Mangrum, Joseph A.	Sanitation Worker	Resignation	Public Works	10/12/04
Patterson, Jerry M.	Signal Tech Supervisor	Pensioned	Public Works	10/08/04
Shaw, Charles M.	Maintenance & Repair Worker 1	Resignation	Public Works	09/30/04
Stanfield, Steffany A.	Office Support Rep 2	Resignation	Public Works	09/16/04
Warrick, Steven M	Sanitation Worker	Resignation	Public Works	10/14/04
Bowdoin III, Stuart H.	Correctional Officer 1	Dismissal	Sheriff	10/07/04
Crutcher, Robert L	Correctional Officer 1	Pensioned	Sheriff	09/17/04
Dautreuil, Darren M.	Correctional Officer 1	Dismissal	Sheriff	10/07/04

**TERMINATIONS/ PENSIONS**

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Davis, Lorenzo R.	Correctional Officer 1	Dismissal	Sheriff	09/27/04
Divinity, Linda F.	Correctional Officer 1	Dismissal	Sheriff	09/27/04
Fraser, Lora D.	Correctional Officer 1	Resignation	Sheriff	10/02/04
McKissack, Derrick E.	Correctional Officer 1	Dismissal	Sheriff	10/05/04
Moore Sr., Shawn M	Correctional Officer 1	Dismissal	Sheriff	10/02/04
Polk, Ernest A.	Correctional Officer 1	Resignation	Sheriff	10/08/04
Rice, Brenda D	Correctional Officer 1	Resignation	Sheriff	09/23/04
Robinson, Phillip E.	Correctional Officer 1	Dismissal	Sheriff	10/07/04
Anderson, Barbara J	Administrative Services Officer 3	Pensioned	Social Services	09/30/04
Carney, Mary A	Administrative Assistant	Pensioned	Social Services	10/15/04
Hughes, Mary A	Day Care Center Teacher	Pensioned	Social Services	10/15/04
Johnson, Margaret A	Day Care Center Asst Teacher	Pensioned	Social Services	10/15/04
Martin, Donna B.	Program Manager 1	Pensioned	Social Services	10/15/04
Copeland, Thomas A	Treatment Plant Tech 1	Pensioned	Water	10/15/04
Grubbs, Dorothy L.	Administrative Assistant	Pensioned	Water	10/15/04
Prater, Hubert	Treatment Plant Tech 2	Pensioned	Water	10/15/04
Swift, Jack C	Treatment Plant Tech 3	Pensioned	Water	10/15/04

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

**ELIGIBILITY REGISTERS ESTABLISHED**

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Plumbing Inspection Chief	Dept	Codes
Property Standards Inspection Chief	Dept	Codes
Finance Administrator - Accounts	Open	Finance
Office Sup Spec 2 - Real Property	Open	Finance
Program Spec 3 - Family Support	Dept	Finance-CFC
Equipment Supply Clerk 1 - Fleet	Open	General Services
Manager of Fleet Operations	Open	General Services
Program Manager 2 - Business	Dept	General Services
Radio Tech 1	Dept	General Services
Safety Coordinator	Dept	General Services
Info Systems Assistant Director	Dept	ITS
Maintenance & Repair Worker 2 - Grounds	Dept	Parks
Maintenance & Repair Worker 3 - Grounds	Dept	Parks
Planning Tech 1	Open	Planning
Police ID Spec 1	Dept	Police
Technical Spec 1- Helicopter Mechanic	Open	Police
Compliance Inspector 1 - PW	Dept	Public Works
Customer Service Manager - PW	Dept	Public Works
Public Works Assistant Director - Finance	Dept	Public Works
Social Services Director	Open	Social Services
Compliance Inspector 2	Dept	Water Services
Equipment Operator 2 - System Services	Dept	Water Services
Planner 1 - Storm Water	Open	Water Services
Technical Services Coordinator	Dept.	Water Services

**REGISTERS ABOLISHED**

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
11/01/02	Application Tech 1-Call Center	01	Departmental
02/07/03	Application Tech 1-Call Center	14	Open Competitive
01/29/03	Systems Advisor 1	02	Departmental
09/10/02	Admin Services Officer 4-Perf Improv Coord	30	Open Competitive
01/06/03	Admin Services Officer 4-Social Services	53	Open Competitive
12/05/02	Social Worker Technician	18	Open Competitive
11/19/03	Environmental Compliance Officer 2	42	Open Competitive

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

**DEPARTMENTAL ITEMS****CODES**

**REQUEST:** Terry Cobb, Director, requested approval for Out-of-Class pay beyond the 100 day limit for William Penn Jr., as Acting Property Standards Inspection Chief.

Mr. Cobb stated that William Penn Jr., has been paid out of class as Acting Property Standards Inspection Chief **since June 28, 2004**. Due to the importance of this job, the evaluation of this position took much longer than expected. *The department also requests that out of class pay be granted retroactive from October 5th (expiration of 100 day limit) through October 16, 2004.* Mr. Penn was officially promoted to this position effective October 16, 2004.

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

**LATE ITEM****GENERAL SERVICES**

**REQUEST:** Nancy Whittemore, Director, requests approval of an Extension on Out-of-Class pay for Jody Clinard, Interim Radio Shop Manager.

Nancy Whittemore said that Mr. Clinard has been paid out of class since July 1, 2004, and will exhaust the 100 day limit as of December 1, 2004. This request for an extension is due to an audit currently being performed on the position. The Audit report will make recommendations on staff and staffing qualifications.

**MOTION:** *After some discussion, Vice-Chairman Corbitt moved for approval to extend this request until December 31, 2004. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

**JUVENILE COURT**

**REQUEST:** Judge Betty Green, represented by Phoebe Johnson, requested approval for an Increment advance for Jay English, Probation Officer 1 (SR0809), from Step 9 to Step 10, effective November 16, 2004.

Ms. Johnson stated that Mr. English works at the Madison Community Center and has been a Probation Officer for over seventeen years. He has established positive relationships with the youth and performs extensive volunteer work in the community. Mr. English has also developed positive relationships with various community agencies, and possesses a special ability to motivate people to volunteer their time to help the youth in the Nashville/Davidson County area.

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

**PLANNING COMMISSION**

REQUEST: Jeff Lawrence, Assistant Executive Director, requested approval to extend Administrative Leave with Pay beyond ten days for Brooke Hale.

Mr. Lawrence said the request is to extend Administrative Leave with Pay beyond ten days in order to complete an investigation to determine her fitness for duty.

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

**WATER SERVICES**

REQUEST: Scott Potter, Director, represented by Robin Brown, requested approval for the following:

- a. Hire above base for Emerald Mitchell, Office Support Representative 2 (SR05), at step 5, effective November 16, 2004.

Ms. Brown said due to an administrative oversight, Ms. Mitchell's salary should be adjusted as a hire above base pay, from step 1 to step 5. This salary adjustment would compensate her for having bilingual language skills in Spanish and English, as well as extensive customer service experience in a call center environment. .

**MOTION:** *After some discussion, Commissioner Allen moved for approval to hire Ms. Mitchell at the fifth step retroactive to October 1, 2004. Seconded by Commissioner Jarrett and the Commission approved without objection.*

- b. Robin Brown submitted the following Bonus Recommendations

**Stormwater Division**

Frank Madden, Maintenance & Repair Leader 2	\$50.00
Robby Scott, Maintenance & Repair Worker 2	\$50.00
Joey Lamborn, Masonry Worker	\$50.00
Cliff Deaner, Maintenance & Repair Worker 2	\$50.00
Thomas Bush, Equipment Operator 3	\$50.00
Joe Fedun, Maintenance & Repair Worker 2	\$50.00
Harold Bryant, Engineering Technician 3	\$50.00
Tom Mauck, Engineering Technician 3	\$50.00

Bob Vaught, Engineering Technician 3	\$50.00
Jim Whitsitt, Technical Services Coordinator	\$50.00
Mike Seremet, Environmental Compliance Officer 2	\$50.00
Rebecca Dohn, Environmental Compliance Officer 2	\$50.00
Dale Binder, Environmental Compliance Officer 2	\$50.00
Josh Hayes, Environmental Compliance Officer 2	\$50.00

**System Services Division**

Jim Blunkall, System Services Assistant Manager	\$75.00
Greg Nalls, Industrial Maintenance Supervisor 2	\$75.00
James Kelley, Maintenance & Repair Leader 2	\$75.00
Charles Sharp, Painter I	\$75.00
Mike Trimble, Equipment Operator 3	\$75.00
Kevin Arnold, Equipment Operator 3	\$75.00

**System Services Division**

Charlie Clark, Maintenance & Repair Worker 2	\$75.00
Fred Hardison, Maintenance & Repair Leader 1	\$125.00
Gregory Henderson, Water Maintenance Tech 1	\$75.00
Howard House, Equipment Operator 2	\$75.00
Tim Capps, Water Maintenance Tech 1	\$75.00
Johnny Easley, Maintenance & Repair Leader 2	\$75.00
Mike French, Water Maintenance Leader 2	\$75.00
Wes Frye, Special Program Manager	\$75.00
Troy Hamilton, Industrial Mechanic 2	\$75.00
Alvin Humphrey, Maintenance & Repair Leader 2	\$75.00
Carolyn Johnston, Service Representative 1	\$75.00
Michael Jordan, Equipment Operator 2	\$75.00
Stanley Marlow, Engineering Technician 2	\$75.00
Dennis McCrary, Equipment & Supplyroom Clerk 2	\$75.00
David Meriwether, Maintenance & Repair Leader 2	\$75.00
Bobby Murphy, Maintenance & Repair Leader 2	\$75.00
Anthony Waggoner, Industrial Maintenance Supv. 2	\$75.00
Cager Waggoner, Maintenance & Repair Leader 2	\$75.00
Willie Hargett, Paint and Body Repairer	\$500.00

**Information Services**

Nancy W. O'Dell, Information Systems Specialist	\$150.00
Brenda Fuqua, Office Support Specialist 1	\$150.00

**Operations Division**

Richard Lakebrink, Industrial Mechanic 2	\$75.00
David Wilson, Industrial Technician Master	\$200.00
Roger Davis, Jr., Industrial Technician Master	\$250.00

**Customer Service Center**

Gina Blankenship, Office Support Representative 3	\$50.00
Marsha Cole, Office Support Representative 2	\$50.00
Tommy Sterry, Office Support Representative 3	\$50.00
Jimmie Jones, Application Technician 3	\$50.00
Lisa Fuqua, Human Resources Assistant 2	\$50.00
Don Mason, Technical Services Coordinator	\$100.00

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

**HUMAN RESOURCES**

Dorothy S. Berry, Interim Director, submits the following for the Commission's consideration and appropriate action:

( 1: Approval of Memorandum of Understanding for SEIU (Deferred from the October 12<sup>th</sup> meeting)

This item was previously submitted for review on October 12<sup>th</sup> but had been deferred until November 9<sup>th</sup> at the Commission's request. The Memorandum of Understanding for SEIU would be through June 30, 2005. All parties involved were consulted and are in agreement with proposals and the extension as submitted. The proposals listed are:

- Article 17 Release time – to be increased from 2080 hours to 2500 hours
- Article 17 Release time – to increase the number of Union Stewards for training from 30 to 60.

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

( 2: Consideration of proposed revisions to Civil Service Commission Bylaws

Jim Lynch stated that the Department of Human Resources is recommending changes to the Civil Service Commission Bylaws in order to come into compliance with a new Council Ordinance for Public Notice. The new Ordinance amends the Metropolitan Code of Laws to provide public notification requirements for meetings of boards and commissions of the Metropolitan Government.

***ACTION: This item will be brought back to the December 14<sup>th</sup> meeting for further discussion.***

( 3: Report of Amended Layoff Plan for Fire Department  
(Information only)

Ron Deardorff said that Mr. Garrell Pulley's (Fire Maintenance Worker I) position was targeted for elimination in the July 1, 2004 Fire Department budget. Mr. Pulley was fortunate to have been selected for the Fire Academy and accepted that position in lieu of being laid off. Unfortunately, he did not successfully complete the required training.

Civil Service policy 8.2 B-V, Selection within the Fire Department to the Fire Training Academy, states that employees who are assigned to the academy and do not successfully complete their training on their work test period will be reassigned to their former division. Since Mr. Pulley's position has been eliminated he must now be laid off. Mr. Pulley elected not to interview for a position of equal pay in the Water Services Department. The department notified Mr. Pulley of the layoff action and his appeal rights by letter on October 11, 2004.

**ACTION: None. Report to commission for information only.**

( 4: Review of Appeal by Terry Pate, Disability Pensioner, of a Medical Disqualification for re-employment with the Metropolitan Nashville Police Department  
(Deferred from last meeting)

This matter was deferred from October 12<sup>th</sup> in order to allow Dr. Fletcher sufficient time to review medical correspondence as submitted by Mr. Pate's physicians.

On September 14<sup>th</sup>, the Commission directed Mr. Pate to contact Dr. Fletcher, Metro Medical Examiner, for another medical examination. Mr. Pate was seen on September 27, 2004 by Dr. Fletcher, and submitted correspondence ***which stated that Mr. Pate is not capable of a return to full and unrestricted duty as a Metro Police Officer.*** Mr. Pate submitted additional letters from his physicians for the Commission's review.

CASE HISTORY: September 14, 2004

Mr. Terry Pate, Disability Pensioner was cleared by the Employee Benefit Board on September 7, 2004 to return to work as a Police Officer with the Metropolitan Nashville Police Department. However, Dr. Chris Fletcher, Civil Service Medical Examiner, maintains that Mr. Pate can not perform all the essential job functions to be re-employed. The Police Department and the Tennessee State POST Commissions set the standards for employment of Police Officers. By Charter, any appeals of this nature are to be heard by the Metro Civil Service Commission. Should the Commission not approve this appeal, the matter would fall back to the Benefit Board for appropriate action.

Mr. Worrick Robinson, Attorney for Mr. Pate was present before the Commission. Dr. Chris Fletcher, Medical Examiner, could not attend.

**ACTION: Upon request and agreement by both parties, the matter was deferred until the next meeting on December 14, 2004**

( 5: Review Order to Dismiss - Frank Gaiters, Police/Dismissal

Police Officer Frank Gaiters was dismissed from the Metropolitan Police Department for alleged violation of provisions in Departmental General Order 95-19 Article IV – Personal Behavior, Truthfulness, Responsibility, False or inaccurate Report and Order 99-08 sexual Harassment. In addition, Mr. Gaiters was charged with violations of TCA dealing with Sexual Battery, Official Oppression and Rape. He appealed his dismissal to the Commission and the case was assigned to Administrative Law Judge John Hicks. Brooks Fox, Metro Legal Department represented the Police Department and Mr. Gaiters was represented by Attorney Mark Scruggs of the Nashville Bar.

Metro Government moved to dismiss the matter based on the disposition of criminal proceedings. On October 11, 2004, Judge Hicks granted the motion to dismiss based on the jury finding guilt on the charges of official oppression and sexual battery. He then entered an Order to Dismiss the matter.

Brooks Fox, Attorney for Metro Legal Department was present before the Commission for oral discussion. Mr. Mark Scruggs, Attorney for Mr. Gaiters was duly notified, but did not attend the meeting.

**MOTION:** *After some discussion, Vice-Chairman Corbitt moved for approval of the Order to Dismiss. Seconded by Commissioner Allen and the Commission approved without objection.*

( 6: [Review of Order and Memorandum – Re: Grievance – Job Assignment/Bid System regarding Kevin W. Hymer, Gary K. Birdwell, Jason D. Upchurch, Michael T. Sullivan and Robert Vance](#)

In November of 2003, Kevin W. Hymer, Gary K. Birdwell, Jason D. Upchurch, Michael T. Sullivan and Robert Vance filed a stage III grievance regarding the job bid/assignment system within the Metropolitan Nashville Fire Department. The grievance was reviewed and denied on February 5, 2004 by the appointing authority.

- The matter was appealed to the Civil Service Commission and a hearing was conducted on June 22, 2004 by Hearing Officer Steve Corbitt.
- On July 9, 2004, Mr. Corbitt entered an order that remanded the matter back to the Fire Department which directed to the Department to comply with Civil Service rule 6.9E
- On July 30, 2004, Attorney Dewey Branstetter submitted an appeal to the Commission on behalf of the above listed grievants.
- Commissioner Corbitt then entered an order on August 9, 2004 requiring each party to file briefs on their position in this matter.

In reviewing the entire record, briefs and the excellent and exhaustive arguments, Mr. Corbitt found fault with the Fire Department in perpetuating the “needless, expensive and protracted litigation” in this case by not following its own rules and by specifically not doing two (2) things.

- (1) When the bids were initially denied, the bidders did not receive a written explanation regarding the basis of the legitimate management interest. This basis is no different than the welfare of the department or for the good of the service.
- (2) The bidders were not provided with proper appeal instructions as set forth in the Fire Departments Operations Procedures and Guidelines.

In light of the findings, Mr. Corbitt recommended that the Department should consider corrective action to establish consistency in enforcing its own rules. He further concluded that the subject matter of this appeal is not properly before the Commission, as the Duty Assignment Board is the appropriate venue for this matter.

**ACTION:** *Upon request and agreement of both attorneys, this matter was deferred until the December 14<sup>th</sup> meeting.*

( 7: [Review of Initial Order -Timothy Tawater, Firefighter, Ten \(10\) Twelve hour shifts suspension](#)

Mr. Timothy Tawater was suspended ten (10) Twelve hour shifts without pay from the Metropolitan Nashville Fire Department for alleged violation of provisions in Civil Service rule 6.7, provisions #11 and #20, dealing with violation of written rules/policies and safety rules. Mr. Tawater appealed his suspension to the Commission and the case was assigned to Administrative Hearing Officer Greg Rodriguez. Jennifer Bozeman, Metro Legal Department, represented the Fire department and Mr. Tawater represented himself. The case was heard on September 9, 2004. On October 25, 2004 Commissioner Rodriguez entered an Order to reduce the suspension to half of the Compensation Lost.

Mr. Tawater was present and represented himself before the Commission. Ms. Bozeman, Attorney for the Legal Department was not present, however both parties had indicated that provisions in the Initial Order were uncontested.

**MOTION:** *After some discussion, Vice-Chairman Corbitt moved for approval of the Initial Order as submitted by Hearing Officer Greg Rodriguez Seconded by Commissioner Allen and the Commission approved without objection.*

( 8: Approval of proposed pay plan amendment and approval to create classifications and structure for the Emergency Communication Center

Jenna Smith, Human Resources, said that on July 1, 2001, the Civil Service Commission and the Metro Council adopted a classification and pay system for the employees of the Metropolitan Government. Section 12.10 of the Metro Charter allows for be pay plan to be amended prior to its expiration.

Section 12.10 states: ***“Whenever it may be deemed desirable to create any new position in the Metropolitan Government, the director or head of the department affected shall present a request in writing to the Mayor and the Civil Service Commission for investigation.”***

***Those classifications being submitted for approval to be created are as follows:***

***Emergency Telecommunications Officer 1  
Emergency Telecommunications Officer 2  
Emergency Telecommunications Officer 3  
Emergency Telecommunications Officer 4  
Emergency Telecommunications Training Officer  
Emergency Telecommunications Supervisor  
Emergency Telecommunications Manager  
Emergency Telecommunications Assistant Director***

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

( 9: Communiqués about Hearings

There were none.

There being nothing further, the regular meeting adjourned to go into the Public Hearing at 9:30 a.m.

**NOTE:** After the Public Hearing adjourned, the regular meeting reconvened to discuss a matter of the Sunset Provision.

**MOTION:** *After much discussion, Vice-Chairman Corbitt moved to defer this matter until the next regular meeting on December 14, 2004. Seconded by Commissioner Allen and the Commission approved without objection.*

There being nothing further, the regular meeting adjourned at 10:15 a.m.

**ATTEST:**

**APPROVED:**

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**Ms. Dorothy S. Berry, Interim Director  
Civil Service Commission**

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

**NOTE:**

A Public Hearing immediately followed the regular meeting to give consideration of proposed changes to Civil Service rule: 4.8-In Line of Duty Injury Leave.