

MINUTES

METROPOLITAN CIVIL SERVICE COMMISSION

JULY 11, 2006

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on June 13, 2006 in the Civil Service Conference Room, Suite 163, 222 Building, Third Avenue North, Nashville, Tennessee, at approximately 8:30 a.m.

Commission Members present: Chairman William H. Farmer, Vice-Chairman R. Steve Corbitt, C. Michael Allen, Ervina Jarrett and D. Billye Sanders.

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

JUNE 13, 2006 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 no corrections, Vice-Chairman Corbitt moved for approval. Commissioner Jarrett seconded the motion and the Commission approved without objection.

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>FINANCE</u>			
West, Cathy J	Finance Manager	Promotion	06/05/06
*Woo, James	Systems Advisor 1	Dept Transfer/Promotion	05/22/06
Tomlinson, Patti L	Technical Specialist 1	New Hire	06/16/06

*Department Transfer from ITS (IS Application Analyst 1, SR10) to Finance (IS Advisor 1, SR13)

FIRE

Edgen, Deborah A	Office Support Rep 3	Promotion	06/1/06
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GENERAL SERVICES

Lewis, Judy A	Parts Supervisor	New Hire	06/19/06
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HUMAN RESOURCES

Hall, Ginger R	Human Resources Manager	Promotion	06/05/06
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JUVENILE COURT

Cothorn, Vicki L	Office Support Rep 2	Promotion	06/05/06
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APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>PARKS</u>			
Bain, Chris E	Custodian 1	New Hire	06/02/06
Perry, Charles E	Custodian 1	New Hire	06/19/06
*Odom, Monique N.	Finance Officer 3	Dept Transfer/Promotion	06/19/06
^Burnett, Anthony S.	Maintenance & Repair Worker 1	Transition - Civil Service	06/09/06
^Carter, Dennis C	Maintenance & Repair Worker 1	Transition - Civil Service	06/09/06
Crittenden, Gayland T	Maintenance & Repair Worker 2	New Hire	06/12/06
Prescott, Jamie G	Maintenance & Repair Worker 2	Promotion	06/09/06
Thrower, William A.	Maintenance & Repair Worker 2	Promotion	06/09/06
Comer, Allan C	Maintenance & Repair Worker 3	New Hire	06/09/06
Foxx, Perry K	Maintenance & Repair Worker 3	New Hire	06/09/06
Sams, Stephen J	Park Ranger 1	New Hire	06/23/06
Bivens, Sandra D.	Parks & Recreation Superintendent	Promotion	05/19/06
**Cromwell, Charles C.	Recreation Leader	Transition - Civil Service	06/16/06
**Hassell, Richard W.	Recreation Leader	Transition - Civil Service	06/01/06
**Majors, Samuel A.	Recreation Leader	Transition - Civil Service	06/16/06
**Neal, Tabitha L.	Recreation Leader	Transition - Civil Service	06/01/06
Visnoski, Christopher C.	Recreation Leader	Promotion	06/16/06
**Wilson, Jeremy L.	Recreation Leader	Transition - Civil Service	06/09/06

*Dept Transfer from Human Relations Commission (Program Specialist 3, SR10) to Parks (Finance Officer 3, SR12)

^Transition to CS from Part Time Status

**Transition to CS from a Seasonal Status

PLANNING COMMISSION

Dicken, Michelle Lynn	Planning Tech 1	New Hire	06/19/06
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POLICE

*Allison, Larry B	Police Officer 1	Class Change	06/23/06
*Barnes, Matthew B	Police Officer 1	Class Change	06/23/06
*Bevis, Zachariah J	Police Officer 1	Class Change	06/23/06
*Brown, Lawrence E	Police Officer 1	Class Change	06/23/06
*Carrigan, Virginia A	Police Officer 1	Class Change	06/23/06
*Collins, Stanley L.	Police Officer 1	Class Change	06/23/06
*Frith, Brandon L	Police Officer 1	Class Change	06/23/06
*Grindstaff, Matthew P	Police Officer 1	Class Change	06/23/06
*Grunow, Zachary L	Police Officer 1	Class Change	06/23/06
*Hartley, Ryan W	Police Officer 1	Class Change	06/23/06
*Jones, Michelle S.	Police Officer 1	Class Change	06/23/06
*Joyner Jr., Paul R.	Police Officer 1	Class Change	06/23/06
*Knight, Eric D	Police Officer 1	Class Change	06/23/06
*Reese, Craig D.	Police Officer 1	Class Change	06/23/06
*Rohweder, Shaun W	Police Officer 1	Class Change	06/23/06
*Schlegel, Michael L	Police Officer 1	Class Change	06/23/06
*Stasiak, Kimberly A	Police Officer 1	Class Change	06/23/06
*Wade, Dante D.	Police Officer 1	Class Change	06/23/06

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>POLICE</u>			
*Ward, George N	Police Officer 1	Class Change	06/23/06
^Anding, Hope C.	Police Operations Assistant1	Dept Transfer/ Vol Reduction In Grade	06/01/06
Dixon, Stephen A	Police Security Guard 1	New Hire	06/01/06

*Class Change from Police Officer Trainee to Police Officer 1

^Department Transfer from Water (Office Support Rep 2, SR5), to Police (Police Operations Assistant 1, SR4)

PUBLIC LIBRARY

Thomas, Terri L	Librarian 2	Promotion	06/05/06
Emery, Paul D	Property Guard 2	New Hire	06/19/06

PUBLIC WORKS

Banks, William G	Engineer In Training	New Hire	06/05/06
McCoy, Stacy M.	Office Support Rep 3	Promotion	06/05/06
*Berbiglia, Julie A	Program Specialist 3	Transition - Civil Service	06/06/06

*Transition to Civil Service from Emergency Status

SHERIFF

*Howell Jr., Napoleon A	Correctional Officer 1	Demotion	06/01/06
Beachboard, James L	Correctional Officer 2	Promotion	06/09/06
Cathey, Michael D.	Correctional Officer 2	Promotion	06/09/06
Denton, Parrish C	Correctional Officer 2	Promotion	06/09/06
England, Christopher M	Correctional Officer 2	Promotion	06/09/06
Gault, Robert	Correctional Officer 2	Promotion	06/09/06
Gruen, Christine V.	Correctional Officer 2	Promotion	06/09/06
McCollum, Daniel W.	Correctional Officer 2	Promotion	06/09/06
Miller, James O	Correctional Officer 2	Promotion	06/09/06
Norris, Justin L.	Correctional Officer 2	Promotion	06/09/06
Ransom, Mellnee K	Correctional Officer 2	Promotion	06/09/06
Steely, Daniel L.	Correctional Officer 2	Promotion	06/09/06
True, Keith T	Correctional Officer 2	Promotion	06/09/06
Welch, Anita M	Correctional Officer 2	Promotion	06/09/06
Miller, Richard W.	Correctional Officer Lieutenant	Promotion	06/06/06
Harrison II, Ricci L.	Correctional Officer Sergeant	Promotion	06/09/06

*Demotion from Correctional Officer 2, CO2 to Correctional Officer 1, CO1

SOCIAL SERVICES

Werner, Brian G.	Finance Officer 2	Dept Transfer/Promotion	06/05/06
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*Department Transfer from Sheriff (Correctional Officer 1, CO1) to Social Services (Finance Officer 2, SR10)

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>WATER SERVICES</u>			
Long Jr., William A.	Customer Service Field Rep 3	Promotion	06/03/06
Waddell, Christopher H.	Customer Service Field Rep 3	Promotion	06/03/06
*McPencow, Scott R	Finance Officer 3	Dept Transfer/Lateral	06/19/06
Pitts, Joe M	Water Maintenance Leader 1	Promotion	05/20/06

*Department Transfer/Lateral from Finance to Water Services

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

TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
Carter, James D.	Beer Permit Inspector 2	Dismissal	Beer Board	06/13/06
Gleaves, Keri N	Office Support Rep 3	Resignation	Codes Administration	06/02/06
Clark, David O.	Emer Telecommunications Off 1	Resignation	Emerg Comm Center	05/30/06
Gooch-McClain, Patrice A.	Emer Telecommunications Off 1	Resignation	Emerg Comm Center	05/25/06
Roberts, Amie S.	Emer Telecommunications Off 1	Resignation	Emerg Comm Center	05/23/06
Burt, Richard A.	Emer Telecommunications Off 3	Resignation	Emerg Comm Center	06/02/06
Edwards, Christopher J.	Finance Admin	Resignation	Finance	05/31/06
Shrem, Paul K	Finance Manager	Resignation	Finance	05/24/06
Inthavong, Chiengchay	Finance Officer 2	Resignation	Finance	06/02/06
Tuggle, Robert E	Fire Captain	Pension	Fire	06/07/06
Moore, Constance L	Professional Specialist	Resignation	Fire	06/14/06
Holt, Stacey R	Application Tech 1	Resignation	General Services	05/16/06
Lindsey, Scott B	Program Manager 1	Resignation	Human Resources	06/02/06
Febles, Bryan I.	IS Operator Systems Analyst 1	Resignation	ITS	05/19/06
Plante, Robert A	Systems Advisor 2	Resignation	ITS	06/02/06
King, Carolyn G.	Special Programs Coordinator	Pension	Parks	05/31/06
Powell, John J.	Police Officer 1	Dismissal	Police	06/06/06
Hughes, Sandra H.	Police Operations Assistant 1	Resignation	Police	06/04/06
McClanahan, Kelli E.	Archives Assistant 2	Resignation	Public Library	05/19/06
Morin, Christopher C	Librarian 2	Resignation	Public Library	06/09/06
Farrar, Bruce S.	Library Admin	Resignation	Public Library	06/07/06
Oakes III, William T.	Library Associate 1	Resignation	Public Library	05/19/06
Jones, Donald C.	Equipment Operator 2	Resignation	Public Works	05/10/06
Hendrix, Bobby R.	Maintenance & Repair Leader 2	Pension	Public Works	06/01/06
Croux, Jason C.	Correctional Officer 1	Resignation	Sheriff	06/02/06
Dean, Angela D.	Correctional Officer 1	Resignation	Sheriff	05/22/06
Jackson, Michael D.	Correctional Officer 1	Resignation	Sheriff	06/02/06
Moore, Lorraine D.	Correctional Officer 1	Resignation	Sheriff	06/09/06
Taylor, Steven A.	Correctional Officer 1	Resignation	Sheriff	05/23/06
Fuller, Eric P	Correctional Officer 2	Resignation	Sheriff	05/27/06
Burgess, Gabriel C	Correctional Officer Sergeant	Resignation	Sheriff	06/02/06
Aldridge, Tameka D.	Homemaker	Resignation	Social Services	05/23/06
Whitmore, Nellie K	Custodian 2	Resignation	Water Services	05/26/06

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

ELIGIBILITY REGISTER REPORT- ESTABLISHED

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Applications Tech 3 - Accounts	Dept	Finance
Finance Manager - Architect	Dept	Finance
Finance Officer 2 - Contracts	Open	Finance
Technical Specialist 1- Interiors	Open	Finance
Compliance Inspector 2 - Human Relations	Open	Human Relations
Library Administrator - Branch	Open	Library
Finance Officer 3 - Parks	Open	Parks
Recreation Leader - Aquatics	Open	Parks
Maintenance & Repair Leader 1 - Golf	Dept	Parks
Maintenance & Repair Worker 1-Golf	Open	Parks
Planning Technician 1	Open	Planning
Police Operations Analyst 1	Open	Police
Police Operations Supervisor	Dept	Police
Engineering Tech 3 - Stormwater	Dept	Water Services
Office Support Manager	Dept	Water Services

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Number On Register</u>	<u>Register</u>
10/13/04	Finance Administrator - Accounts	18	Open
09/20/05	Library Manager 3 - Edmondson	13	Open

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

DEPARTMENTAL ITEMS

FIRE

REQUEST: Chief Stephen Halford, represented by Chief Larry Poole, requested an additional ten (10) days of Administrative Leave with pay for Adrian Scott, Firefighter, in order to complete an investigation and departmental hearing.

Larry Poole said that due to the nature of alleged charges involved, an additional ten (10) days has been requested by Chief Halford until such time departmental and criminal proceedings have been completed.

ACTION: *It was requested by the Commission to continue this matter until the August meeting and that a detailed report of this matter be provided at that time.*

JUVENILE COURT

REQUEST: Judge Betty Adams Green, represented by Phoebe Johnson, requested approval for the following:

a. Increment Advance for the following:

1. Isauro Benavides, Security Officer Coordinator, Step 5 to Step 6, effective July 10, 2006
2. Sonja Davidson, Warrant Officer 1, Step 5 to Step 6, effective July 10, 2006
3. Shelly Hudson, Probation Officer 2, Step 2 to step 3, effective July 10, 2006

Phoebe Johnson said Mr. Benavides, Ms. Davidson and Ms. Hudson, have recently accepted additional job duties and responsibilities along with their current duties. She said these employees have gone above and beyond departmental expectations.

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

b. Leave from Civil Service Status July 1, 2006 to June 30, 2007 for:

1. L'Tannia H. Williams, Program Manager – Child Support Enforcement
2. Margo Cooper, Administrative Assistant – Child Support Enforcement

Phoebe Johnson said both Ms. Williams and Ms. Cooper are long term employees, who have been working on grant funded programs. Their knowledge of Juvenile Court, and their expertise in this field continues to be a valuable asset to the Juvenile Court.

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

HUMAN RESOURCES

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

(1: Request approval of revision to Policy 5.6 B-I - Upgrades for Targeted Classifications

Ben Johnson, HR Analyst, said this proposed policy revision is necessary to coincide with Metro's new performance management system. He said that an employee who completes all target requirements, will be upgraded from one class to the next targeted classification without the employee having to compete in a promotional exam.

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

(2: **Review of Order - Xay Phasavath, Police/Dismissal**

Xay Phasavath, Metro Police Department, was dismissed from employment on December 21, 2005 during his probationary period. Xay Phasavath then requested that he be allowed to resign his position rather than being terminated, whereas, the Police Department granted his request. He then rescinded his resignation, therefore, the department reinstated its original decision to terminate his employment. Phasavath appealed his Dismissal to the Commission and the case was assigned to Administrative Judge Lynn England. The appellant was represented by Attorney Alan Poindexter. Jason Bergeron, Metro Attorney, represented the Police Department.

Metro Government submitted a Motion to Dismiss the appeal on April 12, 2006. On May 18, 2006, Judge England entered an Order to Grant he Motion to Dismiss the Appeal. Attorney Poindexter entered a response. The Judge treated the response as a Petition for Reconsideration, which was denied and ordered that the Order of Dismissal remain as entered.

Jason Bergeron, Metro Attorney was present before the Commission for discussion. However, Mr. Poindexter was unable to attend due to matters involving his court schedules. Jim Lynch said that Mr. Poindexter's office requested this matter be continued until August 2006.

ACTION: ***The Commission agreed to continue this matter until the next regular meeting in August.***

(3: **Review of Initial Order – Richard Tate, Sheriff's Office/1 Day Suspension**

Richard Tate, Correctional Officer, was suspended one day without pay from the Davidson County Sheriff's Office for Violation of rules dealing with the Sheriff's Key Control Policy. Mr. Tate appealed this decision to the Civil Service Commission. James Robinson, Metro Attorney represented the Sheriff's Office and Mr. Tate represented himself. On May 31, 2006, Administrative Hearing Officer Ervina Jarrett entered an Order to uphold the decision to suspend Richard Tate. No briefs were filed.

Andrew McClanahan, Metro Attorney was present before the Commission to discuss the case for Metro Attorney Robinson. Mr. Tate was duly notified, however, he was not present for the review.

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

(4: **Review of Initial Order – Claude Grant, Water Services, (Deferred from May 9, 2006)**

Jim Lynch said that due to unexpected personal circumstances, a request was made by Attorney Martin Holmes on behalf of Claude Grant, to defer the review until the September 2006 meeting. Metro Legal did not object to the requested deferral.

ACTION: ***The Commission granted the request and deferred the matter until September 2006.***

(5: Communiqués from the public on pending hearings

 None

 With nothing further, the regular meeting adjourned at 8:50 a.m.

ATTEST:

APPROVED:

Ms. Dorothy S. Berry
Director of Human Resources
Secretary to the Civil Service Commission

William H. Farmer, Chairman of the
Civil Service Commission