

# **MINUTES**

## **METROPOLITAN CIVIL SERVICE COMMISSION**

**JULY 14, 2009**

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on July 14, 2009 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, and Jo Ann North

**Other Members present:** Rita Roberts-Turner, Director of Human Resources and Nicki Eke, Metro Legal Department - Attorney.

**Members not present:** D. Billye Sanders

### **June 9, 2009 REGULAR 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 regular civil service meeting held on June 9, 2009.

*With no corrections to the regular minutes, Vice-Chairman Corbitt moved for approval. Commissioner Allen seconded the motion.*

**NOTE:** Chairman Farmer, read a memorandum regarding an Announcement of Appeals Process pursuant to Ordinance #BL2006-2050.

### **APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>TYPE</u></b>	<b><u>DATE</u></b>
<b><u>POLICE</u></b>			
Sharp, James M.	Finance Manager	New Hire	06/16/09
^Fields, Earnest	Police Officer 2	Reinstate-Disciplinary	06/01/09
*Richards, Terry E.	Police Officer 2	Class Change	06/01/09

^Reinstated to original classification from a dismissal

\*Return to former classification from disability pension supplement

### **SHERIFF**

Clark, Jerry R.	Correctional Officer 2	Promotion	05/24/09
Davis, Richard L.	Correctional Officer 2	Promotion	05/24/09
Ganaway, Tametha R.	Correctional Officer 2	Promotion	05/24/09
Howell Jr., Napoleon A.	Correctional Officer 2	Promotion	06/01/09
King, Jared A.	Correctional Officer 2	Promotion	05/24/09
Phillips, Prescott O.	Correctional Officer 2	Promotion	05/24/09
Taylor III, Clyde E.	Correctional Officer 2	Promotion	05/24/09

### **SOCIAL SERVICES**

\*Jones, Joya K. Info Systems App Analyst 1 Department Transfer/Lateral 06/01/09

Department Transfer from Finance (Finance Officer 2, SR10) to Social Services (IS Application Analyst 1, SR10)

**APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>TYPE</u></b>	<b><u>DATE</u></b>
<b><u>WATER SERVICES</u></b>			
McNeely, Eric M.	Engineer 2	New Hire	05/31/09
*Dooley, Elizabeth B.	Finance Officer 3	Promotion/Dept Transfer	06/01/09

\*Department Transfer from Finance (Application Tech 2, SR8) to Water Services (Finance Officer 3, SR12)

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

**TERMINATIONS/ PENSIONS**

<b><u>NAME</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>TYPE</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>DATE</u></b>
Brown, Homer C.	Property Stan Inspector 1	Dismissal	Codes Admin.	05/18/09
Lovell Jr., William T.	Property Stan Inspector 1	Dismissal	Codes Admin.	05/18/09
Hobson, Karen L.	Emer Telecommunications Officer 1	Resignation	ECC	05/29/09
Koonz, Peter N.	Emer Telecommunications Officer 1	Dismissal	ECC	06/02/09
Youker, Chad E.	Emer Telecommunications Officer 1	Resignation	ECC	06/02/09
Williams, Joy S.	Emer Telecommunications Officer 2	Dismissal	ECC	06/17/09
Hooper, Denise Sue	Administrative Assistant	Pension	Fire	06/23/09
Bloomfield, Kevin T.	Fire Fighter/Paramedic	Pension	Fire	06/27/09
Terry, Wanda L.	Fire Fighter/Paramedic	Resignation	Fire	05/18/09
Cothorn Jr., Leslie R.	Fire Maintenance Worker 2	Pension	Fire	06/05/09
White, James H.	Bldg Maintenance Lead Mechanic	Pension	General Services	06/09/09
Tanner, Jere E.	Finance Officer 3	Pension	Municipal Auditorium	06/26/09
Carter, Torrado	Custodian 1	Dismissal	Parks	06/17/09
Stephens, John S.	Maintenance & Repair District Supv	Pension	Parks	06/11/09
Webb, Kevin D.	Maintenance & Repair Worker 3	Resignation	Parks	06/11/09
Carter, Leslie C.	Office Support Rep 2	Pension	Parks	06/25/09
Johnson, Ronald K.	Recreation Leader	Resignation	Parks	06/13/09
Pillow Jr., William F	Recreation Leader	Resignation	Parks	06/04/09
Holder, Melinda W.	Police Executive Assistant	Deceased	Police	06/02/09
Fielder, Nancy Joy	Police Lieutenant	Pension	Police	05/31/09
Collins Jr., Henry	Police Officer 2	Resignation	Police	05/25/09
Neeley, Helen P.	Police Officer 2	Pension	Police	06/18/09
Shiple, Paul A.	Police Officer 2	Resignation	Police	06/24/09
Meador, Phillip I.	Police Officer 2-Fld Training Officer	Pension	Police	06/24/09
Beach, Chanda M.	Police Operations Assistant 2	Resignation	Police	06/15/09
Hines, Bettie A.	Police Operations Coordinator 1	Resignation	Police	05/18/09
Wilhoite, Mary V	Police Operations Coordinator 1	Pension	Police	05/31/09
Sadler, Suzanne M.	Circulation Assistant 2	Resignation	Public Library	05/23/09
Smith, Sherry F.	Custodian 1	Resignation	Public Library	05/31/09
Marshall Jr., William R.	Library Associate 1	Pension	Public Library	06/26/09
Hopper, Martha R.	Library Associate 2	Pension	Public Library	06/16/09
Baril, Christopher S.	Equipment Operator 3	Resignation	Public Works	06/12/09
Gillespie, Beverly M.	Office Support Manager	Pension	Public Works	05/29/09

**TERMINATIONS/ PENSIONS**

<b><u>NAME</u></b>	<b><u>CLASSIFICATION</u></b>	<b><u>TYPE</u></b>	<b><u>DEPARTMENT</u></b>	<b><u>DATE</u></b>
Portis, Marico J.	Correctional Officer 1	Resignation	Sheriff	05/17/09
Bone, Buell D.	Administrative Services Manager	Pension	Water Services	06/18/09
Lyons, Brandon J.	Customer Service Field Rep 1	Dismissal	Water Services	06/18/09
Allen, James L.	Indust Tech Master	Deceased	Water Services	06/09/09
Raybon, William A.	Treatment Plant Tech 2	Pension	Water Services	06/19/09
Murphy, Bobby R.	Water Maintenance Leader 2	Pension	Water Services	06/25/09

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

**ELIGIBILITY REGISTER REPORT- ESTABLISHED**

<b><u>Classification</u></b>	<b><u>Type</u></b>	<b><u>Requesting Department</u></b>
Finance Manager-Police	OPEN	Police
Fire Deputy Chief	DEPT	Fire
Fire Assistant Chief-Fire/EMS	DEPT	Fire
Library Manager 1 - Looby	OPEN	Library
Library Manager 1	OPEN	Library

**MOTION:** *After some discussion, Commissioner Allen moved to approve the registers established and abolished. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

**DEPARTMENTAL ITEM****COMMUNITY EDUCATION ALLIANCE**

**REQUEST:** Ms. Corine Jackson, Community Education Alliance, requested to rescind a previously approved Leave from Civil Service, with a return to Civil Service status effective July 15, 2009.

**MOTION:** *After some discussion, Vice-Chairman Corbitt moved for approval to return Ms. Jackson back to her position and Civil Service status effective July 15, 2009. Seconded by Commissioner Allen and the Commission approved without objection.*

**HUMAN RESOURCES**

The Human Resources Department submits the following for the Commission's consideration and appropriate action:

- ( 1: Request for approval of an Employee Benefit Board Election Plan – Fire Department Representative

Mr. Stephen Cain said a Benefit Board election was conducted in April for the position of Fire Department Representative. Mr. Douglas D. Conquest Sr. was the only employee to submit a qualifying petition at the time and was declared the winner. Due to unforeseen circumstances, Mr. Conquest will be unable to complete his term and a new election will be conducted to fill his position for the remainder of the term.

***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.***

- ( 2: Communiqués from the public on pending hearings

There were no reports made.

NOTE: Mr. James W. Polk, an employee of Community Education Alliance, came before the Commission to inquire as to Ms. Jackson's return to Civil Service status and her return to the department.

With nothing further, the regular meeting adjourned at 8:36 a.m.

**ATTEST:**

**APPROVED:**

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**Ms. Rita Roberts-Turner, Director  
Human Resources Department**

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