

**MINUTES
CIVIL SERVICE MERIT BOARD MEETING
WEDNESDAY AUGUST 12, 2020, 1:30P.M.
BY ELECTRONIC OR OTHER MEANS**

A meeting of the Civil Service Merit Board (hereinafter referred to as the Board) was held on Wednesday August 12, 2020, at approximately 1:30p.m. via Zoom video. Jamie Ballinger called this meeting to order. Vicki Hatfield, Executive Secretary, and Michael Winchester, Board Attorney, were also present. George Shields, City Law Department, was also present.

Board members present:

Jamie Ballinger
Amanda Busby
Marva Martin
Bill Lyons

Roll Call/Quorum Present (confirm quorum and that each Board Member can hear and speak to others simultaneously and identify if other persons present with each Member, if any.) All members were confirmed present. Ms. Helsley was unable to attend the electronic video call due to a scheduling conflict with her US Census volunteer work. All members could hear and see other members. All members were alone.

Jamie Ballinger read the statement of facts and circumstances that support the reasons for meeting electronically and called for a roll call vote determination by the board that a necessity existed for meeting by electronic means pursuant to Open Meetings Act Sections 8-44-108(a) and (b) and (b) (Refer to CSMB Attorney followed by Roll Call Vote). All Board Members agreed that there was a necessity to hold a Board meeting via electronic means.

Jamie Ballinger called for approval of the Minutes of the previous business meeting held on June 10, 2020. Bill Lyons made a motion to approve. Marva Martin seconded the motion. The motion carried unanimously. Jamie Ballinger prepared for a roll call vote. All Board Members voted to approve the June 10, 2020 minutes. Jamie Ballinger called for approval of the Minutes of the business meeting held on June 26, 2020. Marva Martin made a motion to approve. Bill Lyons seconded the motion. The motion carried unanimously. Mike Winchester read the statute and reminded Jamie Ballinger that a roll call vote was needed to approve the minutes. Jamie Ballinger prepared for a roll call vote. All Board Members voted to approve the June 26, 2020 minutes. Jamie Ballinger called for approval of the Minutes of the previous business meeting held on July 13, 2020. Amanda Busby made a motion to approve. Marva Martin seconded the motion. The motion carried unanimously. Jamie Ballinger prepared for a roll call vote. All Board Members voted to approve the July 13, 2020 minutes.

Michael Winchester, Board Attorney, advised the Board that he had nothing to report. George Shields, representing the City Law Department, also advised that he had nothing to report.

For the staff report, Ms. Hatfield advised the Board that the day to day operations with Civil Service and the HR Department are going well, they are taking everything one day at a time. Ms. Hatfield mentioned that Civil Service is offering support to the HR Department and Christine and her staff are working very hard. She went on to say that it's a process and it will take some time to complete. Ms. Hatfield also advised the Board that the City has encouraged departments to continue teleworking through the end of August. Ms. Hatfield stated that her staff is on a staggered schedule with about 4 people in the office at one time, while the other staff is teleworking from home. Ms. Hatfield also mentioned that all of the staff's office computers are up and running now, and they have been functional within the last couple of weeks.

HR Transition Team Update - Ms. Ballinger stated since the last Board meeting in July, Ms. Ballinger and Ms. Hatfield sat in on 2 transition calls. Ms. Ballinger went on to state that these meetings are for an open dialog and to spot issues that come up from a Civil Service perspective. Ms. Ballinger mentioned that so far she hasn't seen anything from the committee meetings that needed to be flagged. Ms. Ballinger went on to state that Ms. Fitzgerald and Ms. Hatfield communicate every day as well as their staff. She also mentioned that reports from Uniform Services and General Government employees are moving along as planned.

Ms. Hatfield stated that Christine and her staff took on a huge task, despite having their own jobs to perform, and they are getting the work done. Ms. Hatfield stated that she and her staff are helping HR with processes and procedures on a daily basis. She mentioned when something new comes up they work together to figure things out and work through it all. Ms. Hatfield mentioned that the HR Director's position has gone before City Council for the first reading. She stated, once that position is created, it can be posted and this will offer Christine and her staff some relief. Until that happens, Ms. Hatfield stated, we will continue to work together and give as much support as we can.

Ms. Ballinger asked the Board if they had any questions regarding the HR reports.

Request by Community Development Director, Becky Wade, to exempt from Civil Service a grant funded position of Community Development Project Specialist until July 7, 2022. The basis for this exemption is that the position will be temporary in nature due to contingent funding. Grant Funding will last through June 2022. (roll call vote) Ms. Hatfield gave a brief explanation for the basis of this exemption along with Linda Rust of Community Development. Ms. Hatfield went on to explain that this is a standard exemption. She stated, this is a grant funded position and future funding is not guaranteed. Ms. Hatfield stated funding is currently available through June 2022. Ms. Hatfield stated, if it becomes a long term position, it can come before the Board during that time.

Ms. Linda Rust, Community Development Administrator, stated that the department received an additional \$.7 million dollars through the US Department of Housing and Urban Development as part of the Federal CARES Act. Ms. Rust stated that these funds are used to prevent, prepare for, and respond to the COVID-19 virus and its economic consequences. Ms. Rust went on to state that the department has received about \$1 million dollars in supplemental community development block grant funds, as well as 2.8 million dollars in emergency solutions supplemental funds that are used for homelessness. Ms. Rust went on to state that they are looking at capacity within the department to manage funds. Ms. Rust stated the most recent round of emergency solutions grant money received a lot of interest, and there is a great need in the community for those funds. Ms. Rust stated that they are looking to work with organizations that have never received funds from the City before. Ms. Rust stated they are in search of someone to help monitor the grant agreement and to ensure that the money is reaching those individuals within the community who need it. Ms. Rust also wanted to ensure that the organizations are meeting their responsibility of the agreements and that the City of Knoxville is meeting its responsibilities to HUD for these grant funds.

Ms. Ballinger asked the Board if they had any questions regarding the exemption for Ms. Rust or Ms. Hatfield. Ms. Ballinger asked for a motion to approve the exemption request of item 6 of the agenda. Marva Martin made a motion to approve. Bill Lyons seconded the motion. The motion was unanimously approved. Ms. Ballinger prepared for a roll call vote. All Board Members voted to approve the exemption request of item 6 of the agenda.

Request by fleet services Director, Keith Shields, to exempt from Civil Service all future positions in the job class of Apprentice Mechanic. This job class was created as a temporary job to recruit disadvantaged workers for training purposes. The basis for this exemption is that the positions will always be temporary in nature. (roll call vote)

Ms. Hatfield explained the background for the exemption. She stated that Nick Bradshaw from Fleet and Steve King from Engineering were also present to speak on the exemption. Ms. Hatfield went on to explain that this was not a grant funded position. Ms. Hatfield explained that was specially created and designed to use as an ongoing blanket position, that would always be short term in nature. Ms. Hatfield went on to state that Nick Bradshaw visits trade schools and works with them to try to solicit potential applicants. This process helps to identify individuals who have the potential to be good future mechanics for the City of Knoxville that might not qualify for the job at the outset. Ms. Hatfield stated that these applicants will be brought in as temporary disadvantaged workers that will be trained for the position. Ms. Hatfield went on to state, after the conclusion of their temporary assignment, these applicants have the opportunity to apply through the Civil Service system and take the test to become regular full-time employees.

Mr. Nick Bradshaw explained to the Board that the apprentice initiative started about three years ago and now there are five to date that have completed the program. Mr. Bradshaw explained, in the past, it was different in that it was grant funded. Mr. Bradshaw stated these positions have previously been sponsored through the American Job Center. Mr. Bradshaw also stated that, until now, these individuals were not employed by the City of Knoxville, but they were employed by the American Job Center. Mr. Bradshaw went on to explain the reason this item is before the Board is the Fleet Department is looking to expand the program because it's been successful and actually hire temporary employees as City employees. He stated that of the five participants they've had, four of them have gone on to work on a permanent basis with the City, and two of them remain with the City today. Mr. Bradshaw stated that they are excellent Civil-Service employees as Equipment Technician IIs. He stated the Apprenticeship Program was designed to be a four-month co-op experience while the employee attends school. He stated it was a wonderful opportunity, and that the Fleet department has had great success with it. Mr. Bradshaw stated that he is hoping to gain the approval of the Board to continue the growth of the program.

Mr. Steve King complimented the Fleet Department for implementing the program. Mr. King also stated this was a good way to train individuals who may not have the background or the ability to pass a civil service test and meet the same minimum qualifications of others who may already have. Mr. King stated that he hopes that this program will have the same success as programs in the past.

Ms. Ballinger asked the Board if they had any questions regarding the request to exempt from Civil Service all future positions in the job class of Apprentice Mechanic. Ms. Ballinger asks for a motion to approve the exemption request of item 7 of the agenda. Amanda Busby made a motion to approve. Marva Martin second the motion. Ms. Ballinger prepared for a roll call vote. All Board Members voted to approve the exemption request of item 7 of the agenda.

Request by Police Chief Eve Thomas to extend exemptions from Civil Service for two grant funded positions of Electronic Evidence Collection Specialist (ICAC) for an additional year until 9/30/2021. The basis for this exemption is that the position will be temporary in nature due to the contingent funding. (roll call vote)

Ms. Hatfield explained that these positions have been previously exempted by the Board. Ms. Hatfield stated that these positions were originally exempted a year ago, and funding has been extended for an additional year. Ms. Hatfield explained that the ICAC Program is the Internet Crime Against Children. Ms. Hatfield also explained that these employees work on computer evidence at KPD and this particular grant is awarded to wounded veterans. Ms. Hatfield stated that this funding is only temporary. Funding is anticipated through next September.

Ms. Ballinger asked the Board if they had any questions regarding the request to extend exemptions of Electronic Evidence Collection Specialist (ICAC). Ms. Ballinger asks for a motion to approve the exemption request of item 8 of the agenda. Bill Lyons made a motion to approve. Amanda Busby second the motion. Ms. Ballinger prepared for a roll call vote. All Board Members voted to approve the exemption request of item 8 of the agenda.

The final item was discussion of a request by Steve King to make the CSMB Board packet available to the public before each meeting. Ms. Ballinger asked the Board if this is something they wanted to do. Ms. Ballinger also

discussed ways to logistically get the Board packets out to all City employees. Mr. Lyons stated that he thought it was a good idea to make the link available on the City's website. Ms. Busby agreed with Bill Lyons to make the link available on the City's website. Ms. Ballinger asked Ms. Hatfield if it was feasible to post the Board packet on the City's website. Ms. Hatfield explained the current process of getting the Board materials to City employees. Ms. Ballinger asked Ms. Hatfield if it was easier to have the Board packet posted to the City's website. Ms. Hatfield explained that we can send the attachments along with the agenda in an email to City employees and convert the attachments to a PDF and post to the City's Intranet Site. Ms. Hatfield stated by converting the attachments to a PDF file and posting to the City's Intranet will make them accessible via smart phone, or computer. Mr. Lyons agreed with Ms. Hatfield to make the Board materials available to the City's Intranet Site. Ms. Busby stated that she recalled from prior meetings about some City employees not having city email addresses. Ms. Busby stated that if the public as a whole need to see this information, then posting the Board materials outside of the intranet would be appropriate.

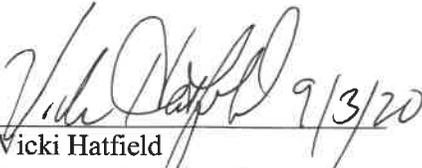
Ms. Ballinger asked Mr. King if there was anything he would like to add. Mr. King stated that he appreciated the Board considering his request. Mr. King stated his original request was that city employees only would receive the board materials. Mr. King also stated he wants City employees to be able to view what's on the agenda and review the minutes.

Ms. Ballinger asked Mr. Winchester if he saw any legal concerns posting the Board materials in an email or intranet site. Mr. Winchester stated it would be a matter of logistics. Mr. Winchester stated that neither of the current Board rules, the Sunshine law, nor the Executive Order Authorities require that we provide in advance other than to Board members, the packet of materials. Mr. Winchester also stated that it would be up to the Board to decide. Mr. Winchester also mentioned that if the Board is going to decide by rule, then the Board will have to decide by a hearing. Mr. Winchester stated it is a matter of logistics, making it available to the public.

Ms. Ballinger consulted with Ms. Hatfield if emailing the Board packet and posting on the City's intranet site would be a doable task. Ms. Hatfield stated that instead of using the intranet, we would use the City's website since we maintain our own page. This would allow access to the public, not just City employees. Ms. Hatfield also stated that she would check with the City's Webmaster to see if we have a place for those documents to be uploaded to the City's Website.

Ms. Ballinger called for a motion of item 9 on the agenda. Ms. Busby made a motion that the Board packet be distributed to City employees via email along with the agenda, and that it be posted to the Civil Service website. Mr. Lyons second the motion. Ms. Ballinger prepared for a roll call vote. All Board Members voted to approve the exemption request of item 9 of the agenda.

There being no further business, Jamie Ballinger called a motion to adjourn. Marva Martin moved that the meeting be adjourned. Amanda Busby seconded the motion. Ms. Ballinger prepared for a roll call vote. All Board Members voted to adjourn. The meeting was adjourned at approximately 2:14p.m.


Vicki Hatfield
Executive Secretary/Director

Presiding Chair