

AGENDA
CIVIL SERVICE MERIT BOARD MEETING
BY ELECTRONIC OR OTHER MEANS
WEDNESDAY, MARCH 10, 2021, 1:30 P.M.

Due to social-distancing guidelines and safeguards to check the spread of COVID-19 locally, the City of Knoxville Civil Service Merit Board's March 10, 2021 board meeting will be conducted permitting participation by electronic or other means of communication using Zoom's webinar platform. Until further notice, the CSMB will not meet face to face in the same room.

A meeting of the Civil Service Merit Board will be held on Wednesday, March 10, 2021 at 1:30 p.m. There will be the capability for live viewing and live participation by the public. To live access and/or view the meeting, you must register in advance by going to the following link and providing your name and email address:

https://us02web.zoom.us/webinar/register/WN_TPj2F0TXR_CEXknLO0QGZQ

After registering, you will receive a confirmation email containing information about joining the webinar for audible and/or live access by the public.

If you wish to be added to speak, please email Vicki Hatfield at vhatfield@knoxvilletn.gov or call 215-2106 no later than Monday, March 8, 2021 at 1:30 p.m.

Because of the limitations on interpersonal interaction due to the online platform, if you prefer to provide questions and/or comments to the board for their review prior to the electronic meeting, please send those to Vicki Hatfield at vhatfield@knoxvilletn.gov or mail to: Civil Service Department, 400 Main Street Suite 569, Knoxville, TN 37902. All comments/questions must be received no later than Monday, March 8, 2021 at 1:30 p.m. so that they may be distributed to the board.

Gov. Bill Lee's Executive Order No. 16, currently extended by Executive Order Nos. 71, 73, & 78 through April 28, 2021, recognizes the unprecedented COVID-19 threat and allows electronic meetings of boards in compliance with the state's Open Meetings Act if reasonable efforts are made to ensure public access via electronic means is LIVE ACCESS. In addition to live access by registering using the above link, an audio/video recording of the meeting will be available to the public within 48 hours of the meeting via a link provided on the civil service website below:

http://www.knoxvilletn.gov/government/city_departments_offices/civil_service_department

If you need assistance registering, contact the Civil Service Department at 215-2106.

CALL TO ORDER

1. 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.)

This meeting and all communications between members is subject to the provisions of the Tennessee Open Meetings Act, TENN. CODE ANN. § 8-44-101, et seq.

2. Statement of facts and circumstances that support the reasons for meeting electronically and determination by board in its Minutes that a necessity exists for meeting by electronic means pursuant to Open Meetings Act Sections 8-44-108(a) and (b) (Refer to CSMB Attorney followed by Roll Call Vote). (Attachment: Factors for a Necessity Determination)
3. Approval of the Minutes of the previous business meeting held on February 10,2021. (roll call vote) (Attachment: 02.10.2021 CSMB Minutes)

REPORTS

- Reports of litigation (Mike Winchester, Board Attorney - George Shields, Law Department)
- Staff Report (Vicki Hatfield)
 - Presentation to Marva Martin for service on the CSMB which ends March 31, 2021
 - Firefighter Recruit process update
 - Budget Activities
 - Update on Rules (Attachments: CSMB Article 25 Classification/Compensation Plan, New Admin Rules Marked, & Response to Proposed Admin Rules)
- HR Transition Team Update (Jamie Ballinger)
 - Note: There are no meeting notes from 2/17 as Ms. Ballinger was unable to attend and Dr. Hatfield was attending via phone with no ability to take notes. (Attachment: March 3 HR Meeting Notes)

UNFINISHED BUSINESS

NEW BUSINESS

4. Request by Susan Gennoe, Director of Finance, to exempt from Civil Service one temporary position of MIS Project Manager (New PCN) through March, 31, 2022. The basis for this exemption is to allow Finance to hire a temporary employee to assist with implementation of new software. (roll call vote) (Attachment: Exemption Request Finance)
5. Request by Police Chief Eve Thomas to exempt from Civil Service one temporary position of Administrative Manager II (New PCN) until December 31, 2021. KPD is in the process of implementing a Crime Stoppers program and is in the process of creating a new Civil Service job classification to recruit and hire a permanent employee to serve as coordinator. This temporary position will allow the program to be up and running as soon as possible and will facilitate training of the permanent position of Crime Stoppers Coordinator once that position is filled. (roll call vote) (Attachment: Exemption Request KPD)

OTHER BUSINESS

Such other business as may come before this Board.

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