



Knox County Sheriff's Office Merit System Council

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Jim Jennings, Chairperson
Jim Wright Jr., Council Member
Regina Oster, Council Member
William Schaad, Alternate Council Member

Paula M. Taylor
Executive Director

MERIT SYSTEM COUNCIL MEETING MINUTES September 26, 2018 5:00 P.M., Merit System Council Office Suite 601

Chairman Jennings called meeting to order at 5:00 p.m.

Present at this meeting: Jim Jennings, Chairperson; Jim Wright, Jr., Council Member; Regina Oster, Council Member; William Schaad, Alternate Council Member; Chief Mike Ruble, KCSO; Chief William Purvis, KCSO Personnel; Captain Erin Baxter, KCSO Personnel; Mitzi Evans, KCSO; Lieutenant Krystal Gibson, KCSO Employee Representative; Myers Morton, Knox County Law Director; Paula Taylor, Executive Director.

NEW BUSINESS:

The minutes of the previous meeting were presented. Morton Myers, Law Director, informed the Council that during research of the County Ordinances, he discovered that the Alternate Member can only vote if a Council Member is not present due only to a disability. After discussion and review of the minutes, Mrs. Oster made a motion to approve the minutes of last meeting once changes were made to correct the minutes to motions made and voting during the prior meeting when the Mr. Schadd, Alternate Council Member, made the motion or voted; Mr. Jennings, seconded, motion passed.

The council then discussed a date for the next meeting. Council decided to leave the next meeting subject to the call of the Chair.

Chairman Jennings recognized Dr. Lou Rabinowitz to discuss the specific details of the salary survey and salary progression scale. Dr. Rabinowitz spoke in great length about the procedure and federal regulations for conducting a salary survey study and the process of establishing the salary progression scale. There was considerable discussion and questions from the Council and others present at the meeting. Dr. Rabinowitz stated that Merit System Staff or Council could not be responsible for the salary survey and/or the establishing and creation of the salary progression scale, that this is the responsibility of the Sheriff's Office and within the limits of their budget. Chief Ruble stated that the salary survey and salary progression scale are outside the scope of what the Merit Council is designed to do and how it is set up with limited powers.

The Council reviewed a request for a Leave of Absence for Bernie Lyon. Chief Lyon had recently been appointed to Chief Deputy and Chief Lyon is requesting the leave to serve as Chief Deputy. Mrs. Oster made a motion to approve the leave of absence, Mr. Wright seconded, motion passed.

Chairman Jennings then recognized Captain Erin Baxter to present the request for approval of updating current job descriptions. Captain Baxter presented the Pre-Trial Probation Officer Non-Certified Job Description and

requested that the 5-year experience required be updated to general experience preferred. Captain Baxter explained that the number of employees eligible were limited due to the required 5 years of experience and six new Pre-Trial Probation Officer positions had been added to the new budget approved in July in an effort to help with jail overcrowding. After a brief discussion, Jim Wright made a motion to approve the change of required experience as requested, Mrs. Oster seconded; motion passed. Captain Baxter then presented the Council a list of several positions/job description titles that the pay grades were changed in July and it was an administrative change for employees in these positions to fit appropriately on the pay scale. These positions include Animal Control Officer, Corrections Corporal, Corrections Officer, Corrections Sergeant, Detective, Forensic Service Technician, Law Enforcement Sergeant, Patrol/Recruit, Animal Control Supervisor, Animal Cruelty Detective, Civil Warrants Sergeant, Corrections Sergeant II, Forensic Services Assistant Supervisor, Forensic Services Supervisor, Juvenile Court Assistant Supervisor, Juvenile Court Sergeant, Pre-Trial Probation Officer Non-Certified and Warrants Sergeant. After discussion, Mrs. Oster made a motion to approve the changes to the pay grades for the positions listed; Mr. Wright seconded, motion passed.

A request was made to the Council on behalf of the Merit System staff for approval to replace the current written promotional exams with a Panel assessment. After discussion and questions from the Council, the Council approved for the staff to move forward in working toward getting the panel assessment in place pending the result of more details and research.

The Council was asked to consider recommended updates to the Policies and Procedures Manual made by the Law Director and Executive Director. Myers Morton explained that he has been reviewing the changes that need to be made to the Policies and Procedures so that they comply with the Ordinance. After some discussion among the Council, Chief Ruble asked that the considerations be postponed until the Sheriff's Office had a chance to look over the changes. Mr. Wright made a motion to postpone the approval of changes to the Policies and Procedures until the December meeting; Mrs. Oster seconded, motion passed.

Chairman Jennings recognized the Employee Representative, Lt. Krystal Gibson, to discuss questions and concerns that she requested to bring before the Council on behalf of the employees. Lt. Gibson requested the Council consider adding two additional employee representative positions, one from the Corrections Division and one to represent Civilian employees. After discussion, Jim Wright Jr. made a motion to alter the current Employee Representative Lt. Gibson is currently in to a Patrol Employee Representative and add a Corrections Employee Representative and a Civilian Employee Representative, staggering the term of each term/appointment; Mrs. Oster seconded, motion passed.

Lt. Gibson then discussed the General Order regarding sick leave and annual leave, how much time is accrued and used for employees working more than an 8 hour day. Chief Ruble stated that administration has already looked into this and aware of the issues and are in the process of fixing any issues. Lt. Gibson then discussed the current ranks/positions such as Corrections Sgt II and other ranks/positions that do not have an opportunity for advancement to level II positions in certain rank and asked that it be considered to add these positions for other ranks such as Patrol. Chief Ruble stated that administration could definitely look into considering these positions with the upcoming budget year and if the budget issues involved are able to be worked into the new budget the job descriptions can be brought before Council to be approved.

Lt. Gibson also discussed other items she would like the Merit Council to review in the Merit Council Policies and Procedures Manual to include, OJI benefits, the OJI board, the Grievance Process and the definition of Traumatic Injury as stated in the manual.

OLD BUSINESS:

STAFF BUSINESS:

ADJOURNMENT:

There being no further business, the Council adjourned at 8:16 P.M.

Respectfully Submitted:

Approved:

Paula M. Taylor
Executive Director

Jim Jennings
Chairperson