

**MERIT SYSTEM BOARD OF DIRECTORS MEETING MINUTES**

**July 12, 2023, 1:00 P.M., Main Assembly Room,  
City/County Building, 400 W. Main Street**

Present at this meeting: Christopher Manning, Chairman; John Valliant, Vice-Chairman; Brock Goetz, Board Member; Lindsay Willis, Board Member; Clarence Vaughn, Board Member; John Marshall, Board Member; Kenny Boatman, Board Member; Chief William Purvis, Knox County Sheriff's Office; Misty Smith, Knox County Sheriff's Office; Myers Morton, Knox County Sheriff's Office; Paula Taylor, Executive Director.

Chairman Manning called the meeting to order at 1:02 p.m.

Chairman Manning discussed setting the meeting agenda, agenda items were arranged to allow for Law Director Morton to arrive before discussing agenda items that board may need to consult with Mr. Morton; Mr. Marshall made a motion to set the agenda as discussed; Vice-Chairman Valliant seconded; motion passed.

The meeting minutes of the previous meeting were presented. Vice-Chairman Valliant made a motion to approve the meeting minutes as presented, Mr. Vaughn seconded, motion passed.

Chairman Manning recognized Chief Purvis to present the request for approval of job descriptions. Chief Purvis presented the Corrections Sergeant job description stating that the Sheriff's Office would like to change the experience required to a minimum of 1 year experience as a Corporal and 2 years' experience with KCSO. Mr. Marshall made a motion to approve the requested changes; Vice-Chairman Valliant seconded; motion passed.

Chief Purvis presented the Corrections Lieutenant job description stating that the Sheriff's Office would like to change the experience required to a minimum of 3 years' experience with KCSO. Mr. Marshall made a motion to approve the requested changes; Vice-Chairman Valliant seconded; motion passed.

Chief Purvis then presented the Assistant Chief of Corrections job description stating that the Sheriff's Office requests to change the experience required to a minimum of 5 years of experience with KCSO. Vice-Chairman Valliant made a motion to approve the requested change; Mr. Marshall seconded; motion passed.

The Forensics Services Technician job description was presented for approval. Chief Purvis stated that the requested change was to update the position classification to Corrections only. Vice-Chairman Valliant made a motion to approve the classification change, Mr. Vaughn

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seconded; motion passed.

The Medical Assistant, Registered Nurse (RN), and Licensed Practical Nurse (LPN) job descriptions were presented for approval by Chief Purvis and Misty Smith, KCSO Health Administrator. After discussion and questions from the board, Vice-Chairman Valliant made a motion to approve the job descriptions as presented; Mr. Marshall seconded; motion passed.

Chief Purvis presented the Licensed Clinical Social Worker job description, he stated that this is a current position in the Sheriff's Office not currently under Merit, but KCSO would like to move these positions under Merit protection. Vice-Chairman Valliant made a motion to approve the request, Mr. Marshall seconded; motion passed.

The Licensed Master Social Worker job description was presented next. Chief Purvis stated that this position was also a current position in the Sheriff's Office not currently under Merit, but KCSO would like to move this position under Merit protection. Mr. Vaughn made a motion to approve the request; Mr. Marshall seconded; motion passed.

Chief Purvis then presented the Special Counsel job description, he stated that under educational and/or training requirements, KCSO would like to add that the employee must have 5 years' experience in representing local government and a minimum of 10 years in practice of law. Vice-Chairman Valliant made a motion to approve the job description as presented; Mr. Marshall seconded; motion passed.

Chief Purvis presented the Corrections Captain job description stating that the Sheriff's Office would like to change the experience required to a minimum of 5 years' experience with KCSO. Vice-Chairman Valliant made a motion to approve the requested change; Mr. Vaughn seconded; motion passed.

Chairman Manning called for a 10-minute recess at 1:20 p.m. to allow time for Law Director Morton to arrive.

Chairman Manning reconvened the meeting once Law Director Morton arrived.

The next item on the agenda was the request to appeal non-placement on the eligibility list by applicant Charles Faircloth. After discussion among the board, Vice-Chairman Valliant made a motion to deny the request for an appeal hearing by Mr. Faircloth; Mr. Marshall seconded; motion passed.

Chairman Manning presented the motion to propose an amendment to Rule and Regulations 6.1.7, amending the language to state that an applicant cannot appeal their non-placement on the eligibility list to the Merit board. Mr. Marshall made a motion to

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approve the recommended change and to submit to Knox County Commission for approval, Mr. Vaughn seconded; motion passed.

Chairman Manning opened discussion for consideration of amendments to the Merit System Board of Directors Rules and Regulations. After lengthy discussion among the board, Chairman Manning requested that Law Director Morton draft motions for each amendment discussed and that the meeting be set for the middle of August to consider the motions for amendments to the rules and regulations.

There being no further business before the board, the meeting was adjourned at 2:05 p.m.

Respectfully Submitted:

Approved:

Paula M. Taylor  
Executive Director

Christopher Manning  
Board of Directors Chairman