

MERIT SYSTEM BOARD OF DIRECTORS MEETING MINUTES
November 21, 2023, 1:00 P.M., Merit System Office,
Old Court House, Room 103, 300 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 Wes Norris, Knox County Sheriff's Office; Amanda Kitts, Knox County Sheriff's Office HR Department; Larsen Jay, Knox County Commission; Myers Morton, Knox County Law Director; Paula Taylor, Executive Director.

Chairman Manning called the meeting to order at 1:00 p.m.

Chairman Manning asked if there were any amendments, additions, or deletions to the agenda; being none, Mr. Marshall made a motion to set the agenda as presented, Vice-Chairman Valliant seconded, motion passed.

The meeting minutes of the August 16, 2023, board meeting were presented. Vice-Chairman Valliant made a motion to approve the meeting minutes as presented, Mr. Marshall seconded, motion passed.

The meeting minutes of the November 1, 2023, subcommittee meeting were presented. Vice-Chairman Valliant made a motion to approve the subcommittee minutes as presented, Mr. Marshall seconded, motion passed.

Chairman Manning recognized Chief Norris to present the request for approval of job descriptions. Chief Norris presented the Human Resource Director job description, Mr. Marshall made a motion to approve the job description as presented, Vice-Chairman Valliant seconded, motion passed.

Chief Norris then presented the Information and Technology System Analyst job description, Vice-Chairman Valliant made a motion to approve the job description, Mr. Marshall seconded, motion passed.

Next Chief Norris presented the Property Unit Supervisor job description, Vice-Chairman Valliant made a motion to approve the job description, Mr. Marshall seconded, motion passed.

The job description for Education Coordinator was presented, Vice-Chairman Valliant made a motion to approve the job description as presented, Mr. Marshall seconded, motion passed.

MERIT SYSTEM FOR THE EMPLOYEES OF THE KNOX COUNTY SHERIFF'S OFFICE

Chief Norris presented the Education Officer job description, Vice-Chairman Valliant made a motion to approve the job description, Mr. Marshall seconded, motion passed.

Chairman Manning recognized Amanda Kitts to present the request for approval of Nova Medical Center as a licensed physician for physical examinations. Ms. Kitts stated that at this time, KCSO is only making notification to the board of the possibility to using Nova Medical Center in the future if the medical staff is not available to conduct physicals.

Chairman Manning moved to approve amendment to rule and regulation 3.2 (f) and Knox County Ordinance Sec 42-53 (c) to narrow restrictions on Board member's political activities to apply exclusively to elections for Knox County Sheriff, Vice-Chairman Valliant seconded; motion passed 4-3.

Chairman Manning moved to approve amendment to rule and regulation 9.5 and Knox County Ordinance Sec 42-62 (b) to allow a right of grievance for suspensions of any time length that result in a loss of pay, Vice-Chairman Valliant seconded; motion passed unanimously.

There being no further business before the board, the meeting was adjourned at 1:47 p.m.

Respectfully Submitted:

Paula M. Taylor
Executive Director

Approved:

Christopher Manning
Board of Directors Chairman