

**MERIT SYSTEM FOR THE EMPLOYEES OF THE KNOX COUNTY SHERIFF'S OFFICE****MERIT SYSTEM BOARD OF DIRECTORS MEETING MINUTES**

**January 11, 2023, 5:00 p.m., City/County Building,  
Main Assembly Room, 400 W. Main Street**

Present at this meeting: Jim Wright, Jr., Chairman; John Marshall, Board Member; Christopher Manning, Board Member; Clarence Vaughn, Board Member; John Valliant, Board Member; Kenny Boatman, Board Member; Lindsay Willis, Board Member; Sheriff Tom Spangler, Knox County Sheriff's Office; Myers Morton, Knox County Law Director; Houston Havasy, Knox County Law Director; Paula Taylor, Executive Director.

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

Chairman Wright called for a motion to set the agenda. John Marshall made a motion to remove item (H) from the agenda due to privacy matters associated with ADA compliance and to set the agenda; John Valliant second; motion passed.

Chairman Wright opened the floor for nominations for Chairman, Mr. Marshall nominated Christopher Manning. Chairman Wright nominated John Valliant. Mr. Manning was elected Chairman by a vote of 5-2. Nominations were opened for Vice-Chairman, Mr. Valliant, Mr. Boatman, and Mr. Marshall were all nominated for Vice-Chairman. Mr. Valliant was elected Vice-Chair by a vote of 4-3.

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

Setting the dates for future meetings was opened for discussion. Mr. Marshall made a motion to set February 1, 2023, March 1, 2023, April 12, 2023, July 12, 2023, and October 11, 2023, as the next meeting dates; Mr. Boatman seconded; motion passed.

Chairman Manning opened discussion regarding the pending grievance hearings, he suggested that the board discuss the oldest matter first. Chairman Manning made a motion that the board set hearings based on the dates of filing and hear one grievance each month thereafter until all matters are resolved; Mr. Vaughn seconded. Chairman Manning recognized Houston Havasy, Law Director. Mr. Havasy stated that Israel Suarez has now pled guilty to his charges. After discussion, Chairman Manning and Mr. Vaughn withdrew their motion. Mr. Marshall made a motion to dismiss the grievance request by Israel Suarez; Ms. Willis seconded; motion passed.

Law Director Havasy stated that he was given permission by Curtis Nathaniel Cole's attorney Lance Baker to state that Mr. Cole would not be moving forward with his grievance request. Mr. Vaughn made a motion to dismiss the grievance hearing request

from Mr. Cole; Mr. Marshall seconded; motion passed.

Chairman Manning suggested that a hearing date for Westley Keck be set. After lengthy discussion, Mr. Marshall made a motion to set the Keck hearing for March 1, 2023, Mr. Wright seconded; motion passed.

The board discussed the pending grievance for Lisa Jarrell. After discussion, Mr. Marshall made a motion to set the hearing for Ms. Jarrell for April 12, 2023, Ms. Willis seconded; motion passed.

Consideration of Rules and Regulations were discussed. Chairman Manning recognized Sheriff Spangler to speak on the request of lowering the age requirement for Corrections from 19 years of age to 18. After lengthy discussion, Mr. Marshall made a motion to change the minimum age requirement for Corrections Officer to 18 years of age, Mr. Boatman seconded; motion passed.

Consideration of altering the rules regarding employee representatives was discussed. After discussion among the board, Mr. Marshall made a motion to table discussion regarding employee representatives to the February meeting, Mr. Vaughn seconded; motion passed.

The use of the Merit System office space was considered by the board as an alternate meeting space. Mr. Marshall made a motion to use the Merit System office as an alternate meeting location for the board if needed, Mr. Wright seconded; motion passed.

The board discussed completing training on Robert's Rules of Order, all were in favor of completing this training.

Chairman Manning recognized Sheriff Spangler to present the requested job descriptions for approval. Sheriff Spangler discussed the OPS Secretary position stating that they would like to add in to experience required that the employee must experience working in an office environment and that the accuracy of the transcribing of records was more important than how fast the employee could type. Mr. Vaughn made a motion to approve the job description as presented; Mr. Marshall seconded; motion passed.

The Clerk job description was presented next, Sheriff Spangler stated that the position was working as a clerk in Corrections, and they would like to change the title from Clerk to Correction Clerk. Mr. Marshall made a motion to approve the job description as presented; Mr. Valliant seconded; motion passed.

Sheriff Spangler presented the Pre-Trial Release Corporal and the Pre-Trial Release Lieutenant job descriptions stating that these would both be new positions and allow for supervisory authority within the Pre-Trial unit. Mr. Vaughn made a motion to approve the job description as presented; Mr. Marshall seconded; motion passed.

The Forensic Services Technician job description was presented next. Sheriff Spangler stated that they would like to make this position classification both Civilian and Corrections and that allowing for that would open the possibility of transferring both Corrections employees and hiring from outside of the agency since there are civilians

who are trained in forensics as well. Mr. Marshall made a motion to approve the job description as presented; Mr. Vaughn seconded; motion passed.

There being no further business Chairman Manning adjourned the meeting at 6:53 p.m.

Respectfully Submitted:

Approved:

Paula M. Taylor  
Executive Director

Christopher Manning  
Chairman