

**MERIT SYSTEM BOARD OF DIRECTORS MEETING MINUTES
March 28, 2024, 10:00 A.M., Main Assembly Room,
City/County Building, 400 W. Main Street**

Present at this meeting: Christopher Manning, Chairman; John Valliant, Vice-Chairman; Lindsay Willis, Board Member; Kenny Boatman, Board Member; Michael Crichton, Board Member; Amanda Kitts, KCSO Human Resources; Detective Jeremy McCord, KCSO; Chief Debbie Cox, KCSO; Mitzi Evans, KCSO; Myers Morton, Knox County Law Director; Paula Taylor, Executive Director.

Chairman Manning called the meeting to order at 10:00 a.m.

Chairman Manning asked if there were any amendments, additions, or deletions to the agenda; being none, the agenda was set.

The meeting minutes of the February 15, 2024, board meeting were presented. Chairman Manning made a motion to approve the meeting minutes as presented, Vice-Chairman Valliant seconded, motion passed.

Chairman Manning recognized Amanda Kitts to present the request for approval of KCSO job descriptions. The Medical Assistant job description was presented adding the American Registry of Medical Assistants (ARMA) as an approved certification, Vice-Chairman Valliant approved the job description as presented, Mr. Boatman seconded, motion passed.

Ms. Kitts then presented the Secretary job description, Vice-Chairman Valliant made a motion to approve the job description as presented, Mr. Crichton seconded, motion passed.

Next the Receptionist job description presented, Vice-Chairman Valliant made a motion to approve the job description, Mr. Boatman seconded, motion passed.

Chairman Manning recognized Chief Norris to present the request for approval of the Animal Cruelty Investigator job description, Vice-Chairman Valliant made a motion to approve the job description as presented, Mr. Crichton seconded, motion passed.

Chief Norris then presented the Animal Control Supervisor job description, Vice-Chairman Valliant made a motion to approve the job description as presented, Mr. Boatman seconded, motion passed.

Chairman Manning presented a consideration of Rule and Regulation 5.2.5, Starting Salary upon Return to Duty, for retiree rehires to remove the language "(Questions arise with this

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provision)”. Law Director Morton stated that this language was left in the rule by error when updating the rules and regulations and could be removed by the board as a scrivener’s error if the board approves. Mrs. Willis made a motion to remove the language; Mr. Crichton seconded; motion passed.

There being no further business before the board, the meeting was adjourned at 10:35 a.m.

Respectfully Submitted:

Approved:

Paula M. Taylor
Executive Director

Christopher Manning
Board of Directors Chairman