



Knox County Sheriff's Office Merit System Council

**Andrew Johnson Office Building
912 South Gay Street, Suite L-100
Knoxville, Tennessee 37902
(865) 215-4446 • FAX (865) 215-4448**

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

Paula M. Taylor
Executive Director

COUNCIL MEETING MINUTES June 27, 2018 5:00 P.M., Merit System Council Office

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

Present at this meeting: Jim Jennings, Chairperson; Regina Oster, Council Member; William Schaad, Alternate Council Member; Captain Baxter, KCSO Personnel; Lieutenant Krystal Gibson, KCSO Employee Representative (by telephone); Myers Morton, Knox County Law Director; Paula Taylor, Executive Director.

NEW BUSINESS:

The minutes of the previous meeting were reviewed. Mr. Jennings asked if there were any additions or corrections to the minutes, there being none, motion was made by Mrs. Oster to approve the minutes as written, 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 past Council member, Roy Kruse, for his years of service on the Council. Mr. Kruse thanked the Council and the Sheriff's Office for the opportunity to serve. Mr. Jennings presented Mr. Kruse with a certificate for his years of service as a Council member.

Chairman Jennings then recognized Captain Erin Baxter to present the request for approval of new job descriptions. Captain Baxter presented the Canine Program Manager job description and discussed the duties of the position. After discussion Mr. Jennings asked if there were any questions, there being none, Mrs. Oster made a motion to accept the job bid as written; Mr. Jennings seconded, motion passed.

Captain Baxter then presented the EEO/ADA Coordinator job description and discussed the Sheriff's Office need to create this position to ensure the Sheriff's Office complied with all EEOC and ADA regulations. Captain Baxter stated that the current EEOC Officer will be retiring in December and this position will be combining the current EEOC position with ADA duties and responsibilities and making it one position. Mrs. Oster made a motion to accept the job bid as written; Mr. Jennings seconded, motion passed.

Chairman Jennings recognized Myers Morton who informed the Council that he discovered additional information in his legal research since the last meeting and needed to update the information in the memo he

presented to the Council at the last meeting. Mr. Morton explained that Knox County Commission has set the standards, County Ordinance, on how the Merit Council is organized and he suggested that Merit Council consider rule changes to follow the County Ordinances. The Law Director along with the Council discussed several of the ordinances relating to how the Merit System Council was created and set up by the County Commission, positions and employees included under Merit System Council, the filling of vacancies, applicant testing, employee promotional testing, Council member eligibility requirements along with the specific Merit Council rules that would need to be changed to coincide with the ordinances. After considerable discussion and questions from the Council, Mr. Jennings requested that Mr. Morton make a list of all changes that would need to be made to the policies and procedures and present to the Council for their review prior to the next meeting. Mr. Morton stated that he would make the required recommendations and present to Council.

Chairman Jennings then recognized the Employee Representative, Lt. Krystal Gibson, who was participating in meeting via telephone. Mr. Jennings asked Lt. Gibson what she thought were the biggest issues brought to her by employees. She stated that overall the biggest concern was fairness among all employees and that testing was also a major concern. Chairman Jennings stated that we could discuss these issues any others at the next meeting when it would be easier for Lt. Gibson to participate in person. Mrs. Oster asked that Lt. Gibson make a bullet point list of her concerns and submit to the Council to be included on the agenda at the next meeting.

OLD BUSINESS:

STAFF BUSINESS:

ADJOURNMENT:

There being no further business, the Council adjourned at 6:15 P.M.

Respectfully Submitted:

Approved:

Paula M. Taylor
Executive Director

Jim Jennings
Chairperson