



Knox County Sheriff's Office Merit System Council

**Andrew Johnson Office Building
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Jim Jennings, Chairperson
Jim Wright Jr., Council Member
Regina Oster, Council Member
William Schaad, Alternate Council Member

Paula M. Taylor
Executive Director

MERIT SYSTEM COUNCIL MEETING MINUTES December 19, 2018 5:00 P.M., Merit System Council Office Suite 601

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

Present at this meeting: Jim Jennings, Chairperson; Jim Wright, Jr., Council Member; Regina Oster, Council Member; Sheriff Tom Spangler; Chief Bernie Lyon, Chief Deputy; Chief William Purvis, KCSO Personnel; Captain Erin Baxter, KCSO Personnel; Lieutenant Jeff Smith, KCSO Employee Representative; Myers Morton, Knox County Law Director; Paula Taylor, Executive Director.

NEW BUSINESS:

The minutes of the previous meeting were presented. Regina Oster, made a motion to approve minutes as presented; Mr. Wright, 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 Captain Erin Baxter to present the request for approval job descriptions. Captain Baxter presented the Two-Way Radio Technician and the Cyber Systems Forensics Technician job descriptions, explaining that these positions were being created to get all employees currently performing these job functions into the same position so each person will be listed in the same position making the same pay. Captain Baxter explained the job duties of the Two-Way Radio Technician, Jim Wright Jr. made a motion to approve the job description as presented, Regina Oster accepted seconded; motion passed. Captain Baxter then presented the Cyber Systems Forensics Technician job description. Mrs. Oster made a motion to approve the job description, Mr. Wright seconded; motion passed.

Chairman Jennings then recognized Chief Purvis to present an update on the Investigator/Detective positions. Chief Purvis explained that the Sheriff's Office has determined that there were five (5) current employees affected and they were willing to credit the employees for the time that they had served prior as an Investigator. These employees were Investigators at the time the position was eliminated. Jim Wright Jr. made a motion to approve crediting these employees with time served as a Detective while they served as an Investigator; Regina Oster seconded; motion passed.

Chairman Jennings recognized Myers Morton, Law Director, to discuss recommended updates to the Policies and Procedures Manual. Myers Morton explained that he has been reviewing the changes that need to be made to the Policies and Procedures so that they comply with the Ordinance and presented the changes to the Council for their consideration. After considerable discussion and questions from the Council to Mr. Morton and Sheriff Spangler, Regina Oster made a motion to approve all changes as presented; Jim Wright Jr. seconded; motion passed.

The Employee Representative's questions from Lieutenant Krystal Gibson were presented to the Council. Lt. Gibson was not present at the meeting however, the Council decided to continue to discuss some of the items that she had presented by email prior to the meeting. The first item discussed was the posting of meeting minutes on the internet, it was addressed that the minutes are posted once they are reviewed and approved by the Council at the following Council meeting.

The next item was a request to have a separate Merit Council tab on the Intranet so that employees could access Merit Council information directly from the Intranet. The Council discussed having the Sheriff's Office IT department to add a link on the Intranet to take employees directly to the Merit Council website and that this would be sufficient. Myers Morton stated that Lieutenant Gibson had other questions and suggestions that he neglected to look into prior to the meeting and he has already informed Lt. Gibson that he would look into these suggestions before the next meeting.

OLD BUSINESS:

STAFF BUSINESS:

ADJOURNMENT:

There being no further business, the Council adjourned at 5:56 P.M.

Respectfully Submitted:

Approved:

Paula M. Taylor
Executive Director

Jim Jennings
Chairperson