



## Knox County Sheriff's Office Merit System Council

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**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  
Laschinski Emerson, Alternate Council Member

Paula M. Taylor  
Executive Director

### **MERIT SYSTEM COUNCIL MEETING MINUTES February 11, 2021 4:00 P.M., Andrew Johnson Building Suite 601**

Chairman Jennings called the meeting to order at 4:00 p.m..

Present at this meeting: Jim Jennings, Chairperson; Jim Wright, Jr., Council Member; Gina Oster, Council Member; Laschinski Emerson, Alternate Council Member; Amanda Kitts, Knox County Sheriff's Office HR; Myers Morton, Knox County Law Director; Paula Taylor, Executive Director.

The minutes of the previous meeting were presented. Jim Wright Jr. made a motion to approve the meeting minutes as prepared, Gina Oster seconded, motion passed.

#### OLD BUSINESS:

#### NEW BUSINESS:

Chair Jennings recognized Amanda Kitts to present a request for approval of revisions to the Health Services Administrator job description. Ms. Kitts stated that the requested revisions included removing the requirement of must be licensed to practice in the State of Tennessee from the required duties section, adding education requirements to the education required section by adding the requirement of a bachelor or master's degree in Health Administration, Health Management, Public Health or a degree in business with course concentration in Health Services Management preferred and under the experience required section omitting must have experience in ACA accreditation experience preparing and completing documentation of compliance with ACA standards related to medical and mental health.

Ms. Oster asked Ms. Kitts if this is a position related to health care why would you remove the requirement to be licensed in the State of Tennessee. Ms. Kitts stated that the requirement was not specific to what type of license was required and with there being so many types of license in Tennessee, they were omitting the requirement. Mr. Wright asked about the requirement of being on call 24/7 and what the pay for such a position would be and if the employee was on call 24/7 and whether or not they would be issued a vehicle. Ms. Kitts stated that the position was a Grade 20 with a starting salary of @ \$80,000-\$83,000 and that it would be at the Sheriff's discretion if a vehicle was assigned. After discussion, Ms. Oster made a motion to approve the revisions as presented, Mr. Wright seconded; motion passed.

Chairman Jennings opened discussion to entertain a motion to elect Gina Oster as the new Merit Council Chair. Jim Wright made a motion to make Ms. Oster Chair; Gina Oster seconded; motion passed.

Mr. Jennings thanked the other Council members, Mrs. Taylor and Mr. Morton for all of their help during his time as Chairman and stated that the reason he does this job is for the employees of the Sheriff's Office because they deserve respect for what they do as well as the Merit protection. Mr. Wright thanked Mr. Jennings for serving as Chair and his due diligence to the Council and employees of the Sheriff's Office.

Ms. Oster thanked Mr. Jennings for serving as Chair and stated that she looked forward to serving as Chair of the Council and working closer with Mr. Morton and Mrs. Taylor and that her main objective is doing what she can for the officers.

STAFF BUSINESS:

ADJOURNMENT:

There being no further business the Council adjourned at 4:10 p.m..

Respectfully Submitted:

Approved:

Paula M. Taylor  
Executive Director

Jim Jennings  
Chairperson