



Merit System Council

**Andrew Johnson Office Building
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Gina Oster, Chairperson
Jim Jennings, Council Member
Jim Wright Jr., Council Member
John Marshall, Alternate Council Member

Paula M. Taylor
Executive Director

**MERIT SYSTEM COUNCIL MEETING MINUTES
December 28, 2021, 11:00 a.m. in the Knox County School
Board Room, First Floor, Andrew Johnson Building, 912 S. Gay Street**

Chairperson Oster called the meeting to order at 11:00 a.m.

Present at this meeting: Gina Oster, Chairperson; Jim Jennings, Council Member; Jim Wright, Jr., Council Member; John Marshall, Alternate Council Member; Myers Morton, Knox County Law Director; Paula Taylor, Executive Director.

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

The Council will leave the next meeting to the call of the Chair.

OLD BUSINESS:

Chairperson Oster stated that the Dooley hearing is set for January 19-20, 2022, and that Judge Sharon Bell will be the hearing officer.

NEW BUSINESS:

Recommended Law Director Policies and Procedures changes were presented. These changes included updating the current Policies and Procedures with recent Ordinance changes Commission approved. Policies and Procedures changes include:

- 4.2.1 Meetings
 - 4.2.4 Sheriff's Responsibilities
 - 6.1.3 Eligibility Requirements
 - 6.1.5 Application for Employment
 - 7.1.1 General
- Attachment 1 42-53, 42-54, 42-55, 42-59

Mr. Jennings made a motion to approve the recommended changes, Mr. Wright seconded; motion passed.

Chairperson Oster recognized Lieutenant Gabe Mullinax to present the request for approval of KCSO job descriptions. Lieutenant Mullinax informed the Council although he has been serving as the Lieutenant for the Forensics Unit that today presenting the Forensics Unit job descriptions would be the last thing he does as an employee of KCSO and his 25-year career would be ending today. Lieutenant Mullinax presented the Forensic Services Career Development program that would be adding job descriptions to the current Forensic Services Technician and Forensic Services Technician II job descriptions to allow room for advancement for employees in the Forensics Unit.

Job descriptions for Forensic Services Technician III, Senior Forensic Services Technician, Forensic Services Officer, Forensic Services Officer II, Forensic Services Officer III, Senior Forensic Services Officer, Forensic Services Unit Assistant Supervisor, Forensic Services Unit Supervisor, Senior Forensic Services Officer were presented. After discussion, Mr. Wright made a motion to approve the job descriptions as presented, Mr. Jennings seconded; motion passed.

STAFF BUSINESS:

ADJOURNMENT:

There being no further business the Council adjourned at 11:24 a.m.

Respectfully Submitted:

Approved:

Paula M. Taylor
Executive Director

Gina Oster
Chairperson