

**MERIT SYSTEM FOR THE EMPLOYEES OF THE KNOX COUNTY SHERIFF'S OFFICE**

**MERIT SYSTEM BOARD OF DIRECTORS MEETING MINUTES**  
**November 18, 2022, 1:00 p.m., City/County Building,**  
**Main Assembly Room, 400 W. Main Street**

Present at this meeting: Jim Wright, Jr., Chairman; John Marshall, Board Member; Christopher Manning, Board Member; Clarence Vaughn, Board Member; John Valliant, Board Member; Kenny Boatman, Board Member; Lindsay Willis, Board Member, Lysette Aviles, Knox County Sheriff's Office; Sheriff Tom Spangler, Knox County Sheriff's Office; Myers Morton, Knox County Law Director; Evan Hauser, Knox County Law Director; Paula Taylor, Executive Director.

Chairman Wright called the meeting to order at 1:00 p.m.

Chancellor Hagerty administered the oaths of office to the board.

Myers Morton gave a brief orientation regarding open meetings law and the board completed Knox County Ethics Training.

Chairman Wright opened the floor for nominations for Chair and Vice-Chair; he nominated Mr. Valliant for Chair. Mr. Marshall made a motion to postpone the elections until the January meeting. After some discussion, Mr. Vaughn seconded; motion passed.

The meeting minutes of the previous meeting were presented. Mr. Manning made a motion to approve the meeting minutes as presented, Mr. Valliant seconded, motion passed.

The next meeting was left to the call of the Chair.

Chairman Wright recognized Lysette Aviles to present the requested job descriptions for approval. Ms. Aviles presented the Civil Warrants Officer job description stating the addition of completion of FTO or equivalent training is preferred, not required. Mr. Manning requested that the acronyms either be removed from the job description document or that explanations are stated next to each acronym since this is a public document and it would be easier for the public to understand; Ms. Aviles stated that should not be a problem. Mr. Marshall made a motion to approve the job description as presented; Mr. Vaughn seconded; motion passed.

Ms. Aviles then presented the Medical Assistant job description, stating the addition of EMT and CNA certifications be eligible for the position to help increase the applicant pool. Mr. Marshall made a motion to approve the job description as presented; Mr. Manning seconded; motion passed.

The Clerk job description was presented next, Ms. Aviles stated that the position was working at the Detention Facility and required more clerical skills than data entry so they would like to remove the typing requirement and add more clerical duties. Mr. Manning made a motion to approve the job description as presented; Mr. Marshall seconded; motion passed.

Ms. Aviles presented the Latent Fingerprint Examiner job description stating that it was a new job description. The employee currently working in this position is classified as an IT position so this will allow the employee to move into this current position performing the job duties they already perform. Mr. Marshall made a motion to approve the job description as presented; Mr. Manning seconded; motion passed.

The Human Resource Manager job description was presented. Ms. Aviles stated that this was a new position being created to allow for a career progression path in the HR department. Mr. Manning suggested that the acronyms be clarified in this document as well. Mr. Marshall made a motion to approve the job description as presented; Mr. Manning seconded; motion passed.

Chairman Wright opened discussion of the proposed rules and regulations. Myers Morton explained that the requested changes follow in line with the ordinance changes approved by County Commission. Chairman Wright recognized Evan Hauser to clarify the Line of Duty program and the types of injuries it pertains to along with the benefits provided by Knox County. After discussion, Chairman Wright made a motion to approve the rules and regulations as presented; Mr. Valliant seconded, motion passed.

Chairman Wright recognized Sheriff Tom Spangler. Sheriff Spangler congratulated each of the board members and stated that he was looking forward to working along with them to benefit the employees of the Sheriff's Office. Sheriff Spangler also asked that the board consider lowering the minimum age of Corrections to 18 years old in order to give the Sheriff's Office an opportunity to go into schools to recruit.

Mr. Manning made a motion to adjourn, Mr. Marshall seconded, meeting was adjourned at 2:02 p.m.

Respectfully Submitted:

Approved:

Paula M. Taylor  
Executive Director

Board of Directors Chair