



## Knox County Sheriff's Office Merit System Council

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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 January 27, 2021 5:00 P.M., Main Assembly Room, City/County Building**

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

Present at this meeting: Jim Jennings, Chairperson; Jim Wright, Jr., Council Member; Gina Oster, Council Member; Marcus Kennedy, Knox County HR Director; Lysette Aviles, Knox County Sheriff's Office HR; Houston Havasy, Knox County Law Director; Paula Taylor, Executive Director.

Chairman Jennings recognized Gina Oster. Ms. Oster asked that everyone join in a moment of silence to honor the memory of retired Officer Rex Armstrong, Officer Toby Keiser and Sarah Stidman the wife of Officer Tim Stidham, whom all recently passed away.

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.

The next Council meeting will be left to the call of the Chair.

#### OLD BUSINESS:

#### NEW BUSINESS:

Chair Jennings recognized Marcus Kennedy, Knox County HR Director, to discuss the new Munis program through Knox County that the Merit System will be moving to for the online application process. Mr. Kennedy discussed the online application system that will efficiently allow for the Merit System and KCSO to work with the program from the time when an applicant applies through the final onboarding process. Mr. Kennedy discussed that since all Knox County employees enter through Knox County HR that this will cut down on time in the entire process and will free up more time of the County HR department that they currently spend doing data entry to input the final onboarding of all new hires including those of the Sheriff's Office.

Chairman Jennings recognized Lysette Aviles to present the request for approval of KCSO job descriptions. Ms. Aviles presented the revisions to the current Health Services Administrator job description that KCSO would like updated. Gina Oster made a motion to approve the job description changes as presented; Jim Wright seconded; motion passed.

Ms. Aviles then presented the Pre-Trial Release Sergeant Certified and Non-Certified job descriptions. Ms. Aviles stated that the workload in the Pre-Trial division has recently quadrupled moving this division's work from a Monday through Friday 9am-5pm office to a twenty-four hour, seven day a week department. Chairman Jennings asked if this was the department ran by Todd Cook, Ms. Aviles confirmed, Chairman Jennings stated that Todd Cook was doing a great job with that department. Mr. Wright made a motion to approve the job descriptions as presented; Ms. Oster seconded; motion passed.

Chairman Jennings discussed a request for grievance hearing by Lisa Jarrell, Ms. Jarrell was not present. Houston Havasy with the Knox County Law Department was recognized. Mr. Havasy stated that the Council may want to consider setting the grievance request for a future date to give Ms. Jarrell an opportunity to be present. Chairman Jennings stated that today was just a matter of the Council deciding whether or not they would hear the grievance and that the Council who represents the employees gives them an opportunity to be heard. After discussion, Ms. Oster made a motion to grant the grievance hearing; Mr. Wright seconded; motion passed.

Chairman Jennings then discussed a request for grievance hearing by Martha Dooley. Chairman Jennings stated that the Council reads through the complaints submitted when an employee files a request for a hearing and that he feels there is enough information in Ms. Dooley's complaint to grant a hearing. Ms. Oster made a motion to grant the grievance hearing; Mr. Wright seconded; motion passed.

Lysette Aviles addressed the Council to discuss updates to the current employment application. Ms. Aviles requested that until the online application is in place that the Sheriff's Office logo be added to the Merit application, adding the starting and ending salary information to the employment section, adding a section for additional education or training (other than high school/GED) and rewording the U.S. citizen question on the application. Chairman Jennings stated that there shouldn't be a problem getting together with Mrs. Taylor to make those changes and if Ms. Aviles would send the requested changes to Mrs. Taylor then she could start to work on them.

Ms. Aviles also discussed revising the Policies and Procedures regarding dismissed employees who reapply with the Sheriff's Office. Ms. Aviles stated that KCSO would not like for a past employee, who was dismissed or resigned pending an internal investigation, to be eligible for employment and would request that the Council update the Policies and Procedures. Chairman Jennings stated that once the proper language of the rules were codified that the Council could then vote to make those changes to the Policies and Procedures. Mrs. Taylor stated to Ms. Aviles that once the language was reviewed by the Law Director that she would send to her for review.

#### STAFF BUSINESS:

#### ADJOURNMENT:

There being no further business the Council adjourned at 5:30 p.m..

Respectfully Submitted:

Approved:

Paula M. Taylor  
Executive Director

Jim Jennings  
Chairperson