

**CITY OF MURFREESBORO  
DISCIPLINARY REVIEW BOARD**

**AGENDA**

**April 15, 2021**

**12:00 Noon, Conference Room 2018, City Hall**

1. Call meeting to order
2. Consider Minutes of the October 22, 2020 meeting
3. Consider the 2020 Annual Report of the City of Murfreesboro Disciplinary Review Board
4. Other Business:
  - a. Steve Benefield's term expires on 09-30-2021
  - b. David Gray's term expires on 09-30-2021
  - c. For the Record Only: Hearing Officer Jim Duncan accepted term renewal to March 3, 2024
5. Upcoming Meeting:

Next regular meeting date is October 21, 2021
6. Adjourn

## DISCIPLINARY REVIEW BOARD MINUTES

October 22, 2020

The Disciplinary Review Board (hereinafter "Board") met at Noon on Thursday, October 22, 2020, in Conference Room 218 at City Hall. The following members were in attendance:

Steve Dix, Chair  
David Gray, Vice Chair  
Steve Benefield  
Mary Beth Hagan  
Zach Leister  
Eric Meriwether

The following members were absent:

Michael Osborne

Also present at this meeting were:

Pam Russell, Human Resources Director, Clerk of the DRB  
Randolph Wilkerson, Assistant Human Resources Director  
Adam Tucker, City Attorney  
Ronnie Martin, City Councilmember  
Chris McFarlane, HR Benefits Administrator, Recording Secretary

Chair Steve Dix called the meeting to order at Noon and determined that a quorum was present.

### ***New Disciplinary Review Board Member***

Chair Dix welcomed new board member, Mr. Eric Meriwether. His appointment was approved by City Council on November 7, 2019 to fill the expired term of Mr. Doug Patrick and represents the category of General. The term will expire on September 30, 2025. Mr. Meriwether is a Financial Advisor affiliated with Northwestern Mutual and has been a resident of Murfreesboro for 18 years. All Board members and staff introduced themselves.

Ms. Pam Russell, Clerk of the Disciplinary Review Board administered the Oath of Office to Mr. Eric Meriwether.

### ***Minutes***

The October 24, 2019 meeting minutes were presented for review and discussion. The minutes were approved as submitted by motion of Mr. Gray, second by Ms. Hagan, and affirmative vote of all members present.

### ***2019 Annual Report of the City of Murfreesboro Disciplinary Review Board***

The 2019 Annual Report was presented for review and discussion. Chair Dix reviewed the highlights of the Annual Report. The 2019 Annual Report was approved by motion of Mr. Gray, second by Mr. Meriwether, and affirmative vote of all members present.

**Other Business**

**a. Disciplinary Review Board Hearing Officer Vacancy**

Chair Dix informed the Board that Ms. Rachelle Windrow Ayers has agreed to serve as a Disciplinary Review Board Hearing Officer for the City of Murfreesboro. The Board approved her appointment without further action on October 24, 2019 and she accepted the appointment on October 21, 2020. The term of office begins October 22, 2020 and ends October 22, 2023.

**b. For the Record Only:**

Effective November 7, 2019, Mary Beth Hagan will represent the category of Business Owner.

The Disciplinary Review Board Hearing scheduled before Hearing Officer Jim Duncan on December 11, 2019 was cancelled by the employee.

The Disciplinary Review Board meeting scheduled on April 16, 2020 was cancelled due to COVID-19.

There being no other business, upcoming meeting dates were discussed.

**Meeting Dates**

Proposed meetings dates for 2021 are April 15, 2021 and October 21, 2021.

**New Business**

**Hearing Officer Jim Duncan's term will expire on March 3, 2021.**

A motion was made by Mr. Benefield with a second from Mr. Gray, and affirmative vote of all members present, to ask Mr. Jim Duncan to consider re-appointment as a DRB Hearing Officer with a term expiration of March 3, 2024.

**Adjournment**

There being no further business to come before the Board, a motion was made by Mr. Gray, second by Mr. Meriwether, and affirmative vote of all members present to adjourn the meeting. The meeting was adjourned at 12:30 p.m.

Respectfully submitted:

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Chris McFarlane, Recording Secretary

Approved:

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David Gray, Vice Chair

# **2020 ANNUAL REPORT of the CITY OF MURFREESBORO DISCIPLINARY REVIEW BOARD**

Pursuant to Chapter 36(b)(2), Mr. Steve Dix, Chair of the City of Murfreesboro Disciplinary Review Board, reports herewith to City Council for the year 2020:

1. The Disciplinary Review Board held one regular meeting in the year 2020. The regular April 16, 2020 meeting was canceled due to the COVID-19 pandemic. The Disciplinary Review Board met on October 22, 2020.
2. On October 22, 2020, the Disciplinary Review Board appointed Rachelle Windrow Ayers as a Disciplinary Review Board Hearing Officer for a three-year term beginning on October 22, 2020 and ending October 22, 2023.
3. In 2020, the following individuals served on the Disciplinary Review Board:

Steve Benefield	Term Expiration 09-30-2021
David Gray	Term Expiration 09-30-2021
Steve Dix	Term Expiration 09-30-2023
Zach Leister	Term Expiration 09-30-2023
Mary Beth Hagan	Term Expiration 09-30-2025
Eric L. Meriwether	Term Expiration 09-30-2025
Michael Osborne	Term Expiration 09-30-2025

4. In 2020, the following individuals served as Disciplinary Review Board Hearing Officers:

Jim Duncan	Term Expiration 03-03-2021
Roger W. Hudson	Term Expiration 05-16-2022
Rachelle Windrow Ayers	Term Expiration 10-22-2023