

CIVIL SERVICE BOARD MEETING

JANUARY 8, 2014

A regular meeting of the Clayton County Civil Service Board was held on Tuesday, January 8, 2014, in the Commissioners' Board Room.

Members present: Larry A. Bartlett, Chairman
 Troyce B. Lancaster, Vice-Chair
 Gbenga Osagie, Member
 J. Mark Trimble, Member

Members absent: Lori Favre, Member

Also present: Human Resources Director Renee Bright and various staff members; Civil Service Board Attorney Rachel Mack; County Attorney Michelle Terry; Police Department Legal Advisor Kenneth Green; Fire Department Chief Landry Merkison; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:09 a.m., and noted for the record that the Board would be represented by Attorney Rachel Mack. Chairman Bartlett called for a motion to adopt the January 8th agenda. Mr. Trimble made a motion to adopt the agenda, second by Mr. Osagie. No further discussion on the motion made. Motion carried by unanimous vote (4-0). Chairman Bartlett stated for the record that Lori Favre was not present.

1. Chairman Bartlett announced that there would be an election for the Chairman and Vice-Chair positions on the Civil Service Board.
 - a. Chairman Bartlett opened the floor for discussion.
 - b. Mr. Osagie made a motion that Mr. Bartlett return as Chairman, second by Vice-Chair Lancaster. There was no discussion. Motion carried by unanimous vote.
 - c. Chairman Bartlett stated that it was now time to determine who will represent the Civil Service Board as Vice-Chair.
 - d. Mr. Trimble made a motion that Ms. Lancaster return as Vice-Chair, second by Mr. Osagie. There was no discussion. Motion carried by unanimous vote.
2. Considered for approval the Civil Service Board minutes for the meeting held on December 4, 2013.
 - a. Mr. Trimble made a motion to adopt the minutes, second by Vice-Chair Lancaster. There was no discussion. Motion carried by unanimous vote.

3. Considered for approval the Civil Service Board's Executive Session minutes for the Deborah L. Kundra, Sheriff's Department, appeal that was heard on December 4, 2013.
 - a. Mr. Trimble made a motion to approve the minutes, second by Mr. Osagie. There was no discussion. Motion carried by unanimous vote.
4. Considered for approval the Civil Service Board's decision regarding the Deborah L. Kundra, Sheriff's Department, appeal that was heard on December 4, 2013.
 - a. Mr. Trimble made a motion to approve, second by Mr. Osagie. There was no discussion. Motion carried by unanimous vote.
5. Considered request from Timothy L. Jessup, Police Department, to receive annual leave donation.
 - a. Chairman Bartlett asked Ms. Bright if the request met all Civil Service requirements.
 - b. Ms. Bright answered in the affirmative.
 - c. All members of the Civil Service Board were in favor of Mr. Jessup's request. Motion carried by unanimous vote.
6. Considered request from Zedrick Carter, Fire Department, to receive annual leave donation.
 - a. Chairman Bartlett asked Ms. Bright if the request met all Civil Service requirements.
 - b. Ms. Bright answered in the affirmative.
 - c. Mr. Trimble made a motion to approve, second by Ms. Lancaster. There was no discussion. Motion carried by unanimous vote.
7. Considered request from Wanda Burton, Sheriff's Department, to have annual leave hours converted to sick leave.
 - a. Chairman Bartlett discussed the matter with Ms. Bright.
 - b. Mr. Lancaster made a motion to approve, second by Mr. Osagie. There was no discussion. Motion carried by unanimous vote.
8. Discussion Items
 - a. Chairman Bartlett asked Ms. Bright about the committee to re-write the Civil Service rules.

- b. Ms. Bright updated the Civil Service Board as to the status of the committee that will re-write the Civil Service rules.
9. Other business.
- a. Chairman Bartlett addressed the need of managing the back log of Civil Service cases.
 - b. Ms. Terry commented on how continuances were granted and how often the County is not given the opportunity to object before the continuance was approved.
 - c. Ms. Bright stated that if a request for continuance meets the requirements, they are typically granted.
 - d. Chairman Bartlett suggested that several cases should be scheduled in order to reduce the number of back log cases.
 - e. The regular scheduled meeting for next month will be February 5, 2014. There will also be a special called meeting on February 4, 2014.
 - f. Another special called meeting for March was scheduled for March 4, 2014.

Chairman Bartlett stated that all matters had been concluded and called for a motion to adjourn this meeting. Mr. Trimble made a motion to adjourn, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.

Meeting adjourned.


LARRY A BARTLETT
CHAIRMAN


RENEE BRIGHT
HUMAN RESOURCES DIRECTOR