

# *CIVIL SERVICE BOARD MEETING*

*NOVEMBER 6, 2013*

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, November 6, 2013, in the Commissioners' Board Room.

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

Also present:         Human Resources Director Renee Bright and various staff members; Civil Service Board Attorney Joe Harris; County Attorney Michelle Terry; Police Department Legal Advisor Kenneth Green; Police Deputy Chief Chris Butler; Tax Commissioner Terry Baskin; Police Chief Gregory Porter; IT Director Brett Lavender; IT Assistant Director Jason Brookins; Sheriff Assistant Chief Deputy Shawn Southerland; Interim Senior Services Director Tori Strawter; Judge Pam Ferguson; Attorney Mary Huber; Thomas David Ward; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:05 a.m., and noted for the record that all Board members were present. Chairman Bartlett called for a motion to adopt the November 6<sup>th</sup> agenda. Mr. Trimble made a motion to adopt the agenda, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.

1.     Considered for approval the Civil Service Board Meeting minutes that was held on October 2, 2013.
  - a.     Chairman Bartlett called for a motion. Mr. Trimble made a motion to approve, second by Mr. Osagie. Discussion on the motion made: Chairman Bartlett stated he was voting only on portion he was present. No further discussion on the motion made. Motion carried by unanimous vote.
  
2.     Considered for approval the Civil Service Board Meeting minutes that was held on October 3, 2013.
  - a.     Chairman Bartlett called for a motion. Mr. Trimble made a motion to approve, second by Ms. Favre. Discussion on the motion made: Chairman Bartlett stated he would abstain from voting, as he was not present. No further discussion on the motion made. Motion carried by a (4-0-1) vote.

3. Considered for approval the Civil Service Board's Executive Session Minutes for the Crystal Thompson, Sheriff's Office, appeal that was heard on September 4, 2013.
  - a. Chairman Bartlett called for a motion. Mr. Trimble made a motion to approve, second by Mr. Osagie. No further discussion on the motion made. Motion carried by unanimous vote.
4. Considered for approval the Civil Service Board's Decision regarding Crystal Thompson, Sheriff's Office, appeal that was heard on September 4, 2013.
  - a. Chairman Bartlett called for a motion. Mr. Trimble made a motion to approve, second by Mr. Osagie. No further discussion on the motion made. Motion carried by unanimous vote.
5. Considered for approval the Civil Service Board's Decision regarding Demita P. Daniels, Sheriff's Office, appeal that was called on October 2, 2013.
  - a. Chairman Bartlett called for a motion. Mr. Trimble made a motion to approve, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.
6. Considered for approval the Civil Service Board's Executive Session Minutes for the Larry Logan, Police Department, appeal that was heard on October 2, 2013.
  - a. Chairman Bartlett called for a motion. Mr. Trimble made a motion to approve, second by Ms. Favre. No further discussion on the motion made. Motion carried by unanimous vote.
7. Considered for approval the Civil Service Board's Decision regarding Larry Logan, Police Department, appeal that was heard on October 2, 2013.
  - a. Chairman Bartlett called for a motion. Mr. Trimble made a motion to approve, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.
8. Considered for approval the Civil Service Board's Executive Session Minutes for the John Stephens, Police Department, appeal that was heard on October 3, 2013.
  - a. Chairman Bartlett called for a motion. Mr. Trimble made a motion to approve, second by Mr. Osagie. Discussion on motion made: Chairman Bartlett stated he would abstain from voting as he was not present. No further discussion on the motion made. Motion carried by a (4-0-1) vote.

9. Considered for approval the Civil Service Board's Decision regarding John Stephens, Police Department, appeal that was heard on October 3, 2013.
  - a. Chairman Bartlett called for a motion. Mr. Trimble made a motion to approve, second by Vice-Chair Lancaster. Discussion on motion made: Chairman Bartlett stated he would abstain from voting, as he was not present. No further discussion on the motion made. Motion carried by a (4-0-1) vote.
  
10. Chairman Bartlett presented the following training certificates:
  - a. Employee Professional Development
    - i. Jasmine Holyfield, Fire Department
    - ii. Stanford Warren Cox, Juvenile Court
    - iii. Sotheavy Sok, Police Department
  
  - b. Manager's Basic Skills Certificate
    - i. Elaine Gail Carnes, Clerk of State Court
    - ii. Lisa Anne Johnson, Sheriff's Office
    - iii. Lee A. Williams, Sheriff's Office
    - iv. Delia Jones, Tax Commissioner's Office
  
  - c. Manager's Professional Skills Certificate
    - i. Elaine Gail Carnes, Clerk of State Court
    - ii. Lisa Christian Smith, Clerk of State Court (was not in attendance)
    - iii. Jeffrey N. Foster, Information Technology
    - iv. Kenneth Tyrone Cameron, Police Department
    - v. Christopher Scott Blackwell, Senior Services
    - vi. Lee A. Williams, Sheriff's Office
    - vii. Delia Jones, Tax Commissioner's Office
  
11. Considered request from Bernice Rush, Corrections Department/Refuse Control, to receive annual leave donation.
  - a. Chairman Bartlett asked Human Resources Director Renee Bright if this request met the Civil Service requirements.
  
  - b. Director Bright replied in the affirmative.
  
  - c. Ms. Rush was not in attendance, but Warden Frank Taylor Smith approves/recommends the Application.

- d. Chairman Bartlett called for a motion. Mr. Trimble made a motion to approve, second by Mr. Osagie. No further discussion on the motion made. Motion carried by a unanimous vote.
12. Considered request from Sabriya Rainey, Police Department, to receive annual leave donation.
- a. Chairman Bartlett asked Director Bright if this request met the Civil Service requirements.
  - b. Director Bright replied in the affirmative.
  - c. Police Department Legal Advisor Kenneth Green stated that there were no objections from the department.
  - d. Ms. Rainey was not in attendance.
  - e. Chairman Bartlett called for a motion. Mr. Trimble made a motion to approve, second by Mr. Osagie. No further discussion on the motion made. Motion carried by a unanimous vote.
13. Considered request from Pamelyn E. Harris, Juvenile Court, to receive annual leave donation.
- a. Director Bright stated she had questions regarding this request.
  - b. Ms. Harris was in attendance and explained her request in detail.
  - c. A discussion among the Board, Director Bright, Ms. Harris and a representative from Juvenile Court occurred.
  - d. Director Bright stated that Ms. Harris could withdraw this request and submit a revised one.
  - e. Ms. Harris stated she withdrew her Application and would resubmit.
  - f. Chairman Bartlett called for a motion. Mr. Trimble made a motion to accept Ms. Harris' withdrawal and resubmission, second by Mr. Osagie. No further discussion on the motion made. Motion carried by a unanimous vote.
14. Considered request from Police Chief Gregory Porter to extend the probationary period of Stinfil Shilet.
- a. Mr. Green explained the request in detail
  - b. Mr. Shilet was not in attendance.

- c. Chairman Bartlett called for a motion. Mr. Trimble made a motion to approve the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by a unanimous vote.
15. Considered request from Assistant Chief Deputy Shawn Southerland, Sheriff's Office, to eliminate 11 positions.
    - a. Assistant Chief Deputy Shawn Southerland was in attendance and responded to questioning by the Board.
    - b. Chairman Bartlett asked Tax Commissioner Terry Baskin and Probate Court Judge Pam Ferguson to approach the podium (Judge Ferguson stood up).
    - c. Judge Ferguson spoke and asked the Board to reconsider removing Lynda Cook from her court and explained in detail.
    - d. Tax Commissioner Baskin spoke and also asked the Board to reconsider removing his deputy from his department and explained in detail.
    - e. A discussion between the Board and Director Bright occurred.
    - f. Assistant Chief Deputy Southerland stated the department was complying with the budget.
    - g. Chairman Bartlett advised Tax Commissioner Baskin to continue pleading his case with the Sheriff and Board of Commissioners as the Civil Service Board would not tell the Sheriff how to run his department.
    - h. Chairman Bartlett asked when the employees would be notified. Assistant Chief Deputy Southerland responded today, November 6, 2013 and he would cc: Director Bright on any correspondence.
    - i. Chairman Bartlett stated the Civil Service Board did not have to approve or deny anything regarding this matter, but to reflect it in its minutes.
    - j. Chairman Bartlett called for a motion (short break). Mr. Trimble made a motion, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by a unanimous vote.
    - k. Chairman Bartlett called the meeting back to order and handed the meeting over to Chair Lancaster.
  16. *Appeal (continuation)* – Considered appeal that was filed on November 29, 2010, by Thomas David Ward, Police Department, with regards to: *Termination*.
    - a. Vice-Chair Lancaster stated for the record that Chairman Bartlett had recused himself.

- b. Ms. Huber advised the Board she needed to tender exhibits. Ms. Terry stated she had rebuttal witnesses to call.
- c. Ms. Huber stipulated to **Appellant Exhibits 1, 4, 6, 7 and 9** and wanted to admit **Appellant Exhibits 2, 3 and 11-14**.
- d. Ms. Terry objected to **Appellant Exhibits 2 and 3** as “not relevant” and explained in detail.
- e. Ms. Huber explained the need for the exhibits.
- f. Mr. Trimble recommended that the Board leave the exhibits in evidence. Ms. Favre agreed.
- g. Vice-Chair Lancaster called for a motion to leave **Appellant Exhibits 2 and 3** in evidence. Mr. Trimble made a motion, second by Ms. Favre. No further discussion on the motion made. Motion carried by a unanimous vote (4-0).
- h. Ms. Terry called rebuttal witness Captain Craig Hammer.
- i. Ms. Terry began questioning Capt. Hammer. Capt. Hammer responded in detail to all questions posed by Ms. Terry. Ms. Terry mentioned **County Exhibit 8**.
- j. There being no further questions, the witness was dismissed.
- k. Ms. Terry called rebuttal witness Chief Gregory Porter. Chief Porter responded in detail to all questions posed by Ms. Terry.
- l. There being no further questions, the witness was dismissed.
- m. Ms. Terry tendered **County Exhibit 8**. Ms. Huber had no objections.
- n. Ms. Terry reserved the County’s right to close last.
- o. Ms. Huber presented the Appellant’s closing arguments. Ms. Terry presented the County’s closing arguments.
- p. Vice-Chair Lancaster called for a motion to adjourn into Executive Session to discuss the appeal that was filed on November 29, 2010, by Thomas David Ward, Police Department, with regards to: *Termination*. Mr. Trimble made a motion, second by Mr. Osagie. No further discussion on the motion made. Motion carried by a unanimous vote (4-0).
- q. Vice-Chair Lancaster called the meeting back to order.
- r. Vice-Chair Lancaster called for a motion regarding the appeal that was filed on November 29, 2010, by Thomas David Ward, Police Department, with regards to: *Termination*. Mr. Trimble made a motion that the decision be upheld by the

department director, second by Ms. Favre. No further discussion on the motion made. Motion carried by a unanimous vote (4-0).

s. Vice-Chair Lancaster addressed Mr. Ward and wished him well.

17. Discussion items.

a. Select a second meeting date for January 2014.

i. Mr. Trimble advised due to the re-election, it would be best to wait to select a second date.

b. Director Bright advised the Board that the County is closed on January 1, 2014 (the first Wednesday).

i. The Board agreed that January 8, 2014 would be the regular called meeting date.

*Vice-Chair Lancaster stated that all matters have been concluded and called for a motion to adjourn this meeting. Mr. Trimble made a motion to adjourn, second by Mr. Osagie. No further discussion on the motion made. Motion carried by unanimous vote (4-0).*

*Meeting adjourned.*

  
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TROYCE LANCASTER  
CHAIR

  
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RENEE BRIGHT  
HUMAN RESOURCES DIRECTOR