

# *CIVIL SERVICE BOARD MEETING POST SUMMARY*



*February 3, 2016*

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**Members Present:**

**Larry A. Bartlett, Chairman  
Virginia Phillips-Hall, Member  
Troyce Lancaster, Vice-Chair  
J. Mark Trimble, Member  
Dr. Cephus Jackson, Member**

**Others Present:**

**Human Resources Director Renee Bright and staff; Human Resources Manager Tamara Duggans; Civil Service Board Attorney Joe Harris; Police Department Legal Advisor Kenneth Green; County Attorney Michelle Youngblood; Attorney Kimberly Bandoh; Brenda Thomas; Mark Felgenhauer; Michael Hensley; Robert Lane; Timmy Sweat; Sheriff Assistant Deputy Chief Shawn Southerland; Fire Chief Landry Merkison; various employees from County departments; and other individuals.**

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1. The meeting was called to order at 9:06 a.m.
  2. The Board adopted the agenda with the following addition: Item 10G – grievance of Robin Hollingsworth (Police).
  3. The Civil Service Board’s Meeting Minutes held on January 6, 2016, was approved.
  4. The Civil Service Board’s Advisory Opinion and Grievance Recommendation regarding, **Charwyna Byrd, District Attorney/Child Enforcement**, grievance heard on January 6, 2016, was approved.
  5. The Executive Session Minutes regarding **Richard Fryza, Transportation and Development**, grievance heard on January 6, 2016, was approved.
  6. The Civil Service Board’s Advisory Opinion and Grievance Recommendation regarding **Richard Fryza, Transportation and Development**, grievance heard on January 6, 2016, was approved.
  7. Request from **Lisa Gillians, Tax Commissioner**, to use sick leave for the care of her Mother, was removed from agenda.

8. Request from the Sheriff's Office to extend the probationary promotion period of **Robyn Coles-Kidd** for six months, was approved.
9. Request from Chief of Police Michael Register to extend the provisional appointment of **Kenneth Chappell** for another 180 days or until new promotional lists are certified, was approved.
10. Calendar Call.
  - a. **Mark J. Felgenhauer (Sheriff's Office)** – Grievance filed October 31, 2014, regarding: “Promotion process and policies resulting in a lower pay Grade”.
    - i. Attorney Michelle Youngblood, Sheriff Assistant Deputy Chief Shawn Southerland and Mark Felgenhauer were present and ready to proceed. (Note: Mark Felgenhauer, Michael Hensley and Robert Lane's grievances were heard together).
    - ii. The Board heard and recommended that the employee receive an immediate 5% pay increase and 5% back pay to 10-31-14, when grievance was filed.
  - b. **Michael Scott Hensley (Sheriff's Office)** – Grievance filed October 31, 2014, regarding: “Promotion process and policies resulting in a lower pay Grade”.
    - i. Attorney Michelle Youngblood, Sheriff Assistant Deputy Chief Shawn Southerland and Michael Hensley were present and ready to proceed. (Note: Mark Felgenhauer, Michael Hensley and Robert Lane's grievances were heard together).
    - ii. The Board heard and recommended that the employee receive an immediate 5% pay increase and 5% back pay to 10-31-14, when grievance was filed.
  - c. **Robert L. Lane (Sheriff's Office)** – Grievance filed October 31, 2014, regarding: “Promotion process and policies resulting in a lower pay grade”.
    - i. Attorney Michelle Youngblood, Sheriff Assistant Deputy Chief Shawn Southerland and Robert Lane were present and ready to proceed. (Note: Mark Felgenhauer, Michael Hensley and Robert Lane's grievances were heard together).
    - ii. The Board heard and recommended that the employee receive an immediate 5% pay increase and 5% back pay to 10-31-14, when grievance was filed.
  - d. **Timmy Ray Sweat (Fire Department)** – Grievance filed November 25, 2014, regarding: “The lack of parity between the pay of the second in command Officers of the Fire Department and Police Department”.
    - i. Attorney Michelle Youngblood, Fire Chief Landry Merkison and Timmy Sweat were present and ready to proceed.

- ii. The Board heard and recommended that the pay status of the Assistant Chiefs of the Fire Department be brought into parity with the Deputy Chiefs of the Police Department.
  - e. **Fred Latimore (Police Department)** – Grievance filed March 26, 2015, regarding: “Salary with Educational Incentive”, was withdrawn by employee on January 9, 2016.
    - i. The Board confirmed the grievance was withdrawn by the employee and was removed from the Civil Service Board log.
  - f. **Brenda Lee Thomas (Sheriff)** – Grievance filed June 3, 2015, regarding: “Improper promotion within the department”.
    - i. Attorney Michelle Youngblood, Sheriff Assistant Deputy Chief Shawn Southerland, Attorney Kimberly Bandoh and Brenda Thomas were present and ready to proceed.
    - ii. The Board excused all parties until 1 PM today. (Note: Due to time constraints, the Board was unable to hear this grievance during today’s meeting and asked Human Resources Director Renee Bright to contact all parties).
  - g. **Robin Hollingsworth (Police)** – Grievance filed November 19, 2014, regarding: “Out of class job/position in relation to pay grade and demotion without cause”, was withdrawn by employee on January 29, 2016.
    - i. The Board confirmed the grievance was withdrawn by the employee and was removed from the Civil Service Board log.
11. Discussion item.
- a. Selected meeting date(s) for April 2016.
    - i. The Board confirmed April 6, 2016 as the next regular business meeting and did not vote on a second meeting date.
12. Other business.
- a. None.
13. Adjournment.