

CIVIL SERVICE BOARD MEETING

July 13, 2016

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, July 13, 2016, in the Commissioners' Board Room.

Members present: Larry A. Bartlett, Chairman
Troyce B. Lancaster, Vice-Chair
Dr. Cephus Jackson, Member
Virginia Phillips-Hall, Member

Member absent: J. Mark Trimble, Member

Also present: Human Resources Officer Pamela Ambles and staff; Civil Service Board Attorney Laurel Henderson; County Attorney Michelle Youngblood; Police Department Legal Advisor Kenneth Green; Deputy Chief of Operation Gerald Fordham, Fire Department; Interim Director of Central Services Carol Rogers; Magistrate Court Chief of Staff Dionne Dixon; Director of Senior Services Tori Strawter-Tanks; 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 except for Mr. Trimble. Chairman Bartlett called for a motion to adopt the June 8th agenda. Dr. Jackson made a motion to adopt the agenda without any amendments, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote.

1. Considered for approval the Civil Service Board Meeting minutes held on June 8, 2016.
 - a. Chairman Bartlett called for a motion. Dr. Jackson made a motion to approve, second by Ms. Phillips-Hall. No discussion on the motion was made. Motion carried by unanimous vote.
2. Considered for approval the Civil Service Board's Executive Session minutes regarding **Brenda Thomas, Sheriff's Office**, grievance heard on June 8, 2016.
 - a. Chairman Bartlett called for a motion. Dr. Jackson made a motion to approve, second by Ms. Phillips-Hall. No discussion on the motion was made. Motion carried by unanimous vote.
3. Considered for approval the Civil Service Board's Recommendation regarding **Brenda Thomas, Sheriff's Office**, grievance heard on June 8, 2016.
 - a. Chairman Bartlett called for a motion. Dr. Jackson made a motion to approve, second by Vice-Chair Lancaster. No discussion on the motion was made. Motion carried by unanimous vote.

4. Considered for approval the Civil Service Board's Decision regarding **Jarryn Bingham, Police Department**, termination appeal called on June 8, 2016.
 - a. Chairman Bartlett called for a motion. Dr. Jackson made a motion to approve, second by Ms. Phillips-Hall. No discussion on the motion was made. Motion carried by unanimous vote.
5. Considered request to allow **Eric Wilkerson, Fire/E.M.S.**, to receive annual leave donations.
 - a. Chairman Bartlett stated that the Board was polled prior to the meeting and that the request was approved.
 - b. Chairman Bartlett called for a motion. Dr. Jackson made a motion to uphold the approval, second by Ms. Phillips-Hall. No discussion on the motion was made. Motion carried by unanimous vote.
6. Considered request to allow **John Conwell, Police Department**, to receive annual leave donations.
 - a. Chairman Bartlett stated that the Board was polled prior to the meeting and that the request was approved.
 - b. Chairman Bartlett called for a motion. Dr. Jackson made a motion to uphold the approval, second by Ms. Phillips-Hall. No discussion on the motion was made. Motion carried by unanimous vote.
7. Considered request from **Carol Rogers, Central Services**, to use sick leave in lieu of annual leave for the care of her Mother.
 - a. Chairman Bartlett called for a motion. Dr. Jackson made a motion to approve, second by Ms. Phillips-Hall. No discussion on the motion was made. Motion carried by unanimous vote.
8. Considered request from Magistrate Court Chief Judge Wanda Dallas to extend the probationary period of **Kyle Williams** for an additional six months (until February 10, 2017).
 - a. Magistrate Court Chief of Staff Ms. Dionne Dixon was present on behalf of Magistrate Court Chief Judge Wanda Dallas.
 - b. Human Resources Officer Pamela Ambles spoke briefly on the matter.
 - c. Chairman Bartlett called for a motion. Dr. Jackson made a motion to approve, second by Ms. Phillips-Hall. No discussion on the motion was made. Motion carried by unanimous vote.

9. Considered request from Chief of Police Michael Register to place **Carl H. Glorie** on Leave Without Pay from July 11, 2016 to October 15, 2016.
 - a. Police Department Legal Advisor Kenneth Green spoke on behalf of the Police Department.
 - b. Chairman Bartlett asked if there were any other avenues explored to help the employee. There was a discussion between the Board and Kenneth Green.
 - c. Chairman Bartlett called for a motion. Dr. Jackson made a motion to approve, second by Vice-Chair Lancaster. No discussion on the motion was made. Motion carried by unanimous vote.
10. Considered request from **Laicia "Simone" Lee, Probate Court**, to use sick leave in lieu of annual leave for the care of her mother.
 - a. HR Officer Ambles spoke briefly to the Board about the matter.
 - b. Chairman Bartlett called for a motion. Dr. Jackson made a motion to approve, second by Ms. Phillips-Hall. No discussion on the motion was made. Motion carried by unanimous vote.
11. Calendar call.
 - a. **Frances White, Magistrate Court** – Termination appeal filed October 21, 2013.
 1. The Board recognized that the County's continuance request was received and granted on June 16, 2016.
 - b. **Andrew White, Sheriff's Office** – Termination appeal filed January 10, 2014.
 1. The Board recognized that the County's continuance request was received and granted on June 16, 2016.
 - c. **Rachel Bizzell, Senior Services** – Three day suspension appeal filed March 26, 2014.
 1. The County was present and ready to proceed.
 2. Ms. Bizzell was not present.
 - d. **Rachel Bizzell, Senior Services** – Five day suspension appeal filed January 28, 2015.
 1. The County was present and ready to proceed.
 2. Ms. Bizzell was not present.
 - e. **Lori Webster, Sheriff's Office** – Grievance filed April 3, 2014.
 1. The Board recognized that Ms. Webster withdrew her grievance on June 30, 2016.

- f. **Lori Webster, Sheriff's Office** – Three day suspension appeal filed April 14, 2014.
 - 1. The Board recognized that Ms. Webster withdrew her appeal on June 30, 2016.

- g. **Lethris Murray, Transportation and Development** – Suspension appeal filed May 15, 2014.
 - 1. The Board recognized the County's continuance request was received and granted on June 16, 2016.

- 12. **Appeal – Rachel Bizzell (Senior Services)** – Three day suspension filed March 26, 2014
Appeal – Rachel Bizzell (Senior Services) – Five day suspension filed January 28, 2015.
 - a. Chairman Bartlett expressed concern as to whether or not Ms. Bizzell was contacted.
 - b. Chairman Bartlett called for a motion to take a short break. Dr. Jackson made a motion to approve, second by Vice-Chair Lancaster. No discussion on the motion was made. Motion carried by unanimous vote.
 - c. Chairman Bartlett called the meeting back into session.
 - d. HR Officer Ambles was asked by Chairman Bartlett to confirm whether or not Ms. Bizzell was notified.
 - e. Ms. Ambles showed the Board the e-mail notifications and a copy of the certified mail receipt confirming that documents were forwarded to Ms. Bizzell.
 - f. Chairman Bartlett stated that delivery confirmations and copies of certified mail receipts should be part of their binders.
 - g. Attorney Youngblood moved to dismiss Ms. Bizzell's three day suspension appeal.
 - h. Chairman Bartlett called for a motion to dismiss Ms. Bizzell's three day suspension appeal. Dr. Jackson made a motion to dismiss the appeal, second by Vice-Chair Lancaster. No discussion on the motion was made. Motion carried by unanimous vote. *(Note: Information became available after the meeting, that Ms. Bizzell properly withdrew her appeal via email on June 21, 2016. Therefore, the appeal will be marked as being withdrawn rather than dismissed for failure to show.)*
 - i. Attorney Youngblood moved to dismiss Ms. Bizzell's five day suspension appeal.
 - j. Chairman Bartlett called for a motion to dismiss Ms. Bizzell's five day suspension. Dr. Jackson made a motion to dismiss the appeal, second by Vice-Chair Lancaster. No discussion on the motion was made. Motion carried by

unanimous vote. *(Note: Information became available after the meeting, that Ms. Bizzell properly withdrew her appeal via email on June 21, 2016. Therefore, the appeal will be marked as being withdrawn rather than dismissed for failure to show.)*

13. Discussion items.

- a. The Board and Attorney Youngblood had a discussion on the recommended change to Civil Service Rule 7.301.
- b. The scheduled date for the August meeting will be on August 3rd. No additional dates were scheduled for August.
- c. The Board discussed which cases should go on next month's (August) calendar call.
- d. There was discussion about the fact that Appellant Phillip Richards was deceased and how his case should be pursued.
- e. The Board decided not to place Mr. Richards' case on the August calendar call and will discuss whether or not to place it on the September calendar call during the August meeting.
- f. The Board decided to place Lethris Murray's appeal on the September calendar call.
- g. It was decided to place the cases of Frances White, Andrew White and Terry Sapp on the August calendar call.

14. Other Business

- a. Attorney Youngblood requested that the hearing notifications be sent by the end of the week due to the short amount of time leading up to the next Civil Service meeting.
- b. Attorney Youngblood stated that entire e-mail addresses should be on the e-mail confirmations in the future.
- c. Chairman Bartlett stated that there was no need to make copies of hearing notification receipts for the Board as long as Human Resources have a copy that is readily available if needed.

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

Meeting adjourned.


LARRY BARTLETT
CHAIR


DETRICK STANFORD
INTERIM HUMAN RESOURCES DIRECTOR