

## ***CIVIL SERVICE BOARD MEETING***

***DECEMBER 10, 2018***

A regular called meeting of the Clayton County Civil Service Board was held on Monday, December 10, 2018, 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 Trainer and Researcher Ryan Shaw and staff; Civil Service Board Attorney Joe Harris; Chief of Police Kevin Roberts; Probate Court Atha Pryor; County Attorney Michelle Youngblood; Warden Dennis Nelson; LaTanya Johnson; Sheila Lee; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:08 a.m.

Chairman Bartlett called for a motion to adopt the December 10, 2018, agenda. Vice-Chair Lancaster made the motion to approve the agenda with amendment 8A - Cemetriz Williams, Leave Without Pay, second by Dr. Jackson. No further discussion on the motion. Motion was carried by unanimous vote (4-0).

1.     Considered for approval the Civil Service Board's Meeting Minutes held November 14, 2018.
  - a.     Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the Minutes, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
2.     Considered for approval the Civil Service Board's Decision regarding Salim Gordon, Corrections Department/Prison, appeal called for hearing on November 14, 2018.
  - a.     Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the Decision, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
3.     Considered for approval request from **LaTanya Johnson, Probate Court**, for annual leave donation.
  - a.     The Board did not have any questions for Ms. Johnson.
  - b.     Ms. Johnson advised the Board of a recent update.
  - c.     A representative of the department was not in attendance when called.

- d. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
  - e. The Board wished her well.
4. Considered for approval request from **Bryant Petitt, Corrections Department/Prison**, to use sick leave reserve.
  - a. Mr. Petitt was not present when called.
  - b. Warden Nelson presented the request and stated Sergeant Petitt was an exceptional employee.
  - c. The Board did not have any questions for Warden Nelson.
  - d. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
  - e. The Board wished him well.
5. Considered for approval request from **Thomas Bastyr, Police Department**, for annual leave donation.
  - a. Chief of Police Kevin Roberts presented the request in detail.
  - b. Officer Bastyr was not in attendance when called.
  - c. The Board questioned Chief Roberts. Chief Roberts responded in detail to all questions.
  - d. A lengthy discussion occurred about bringing a matter such as this to the Board of Commissioners' attention and advised Chief Roberts to reach out to other public safety departments such as the Sheriff's Office and the Fire Department for donations.
  - e. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
6. Considered for approval request from **Sheila Lee, Human Resources Department**, to use sick leave in lieu of annual leave for the care of her Mother.
  - a. Ms. Lee was in attendance when called and presented her request in detail.
  - b. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
  - c. The Board wished her well.
7. Considered for approval request from **Cemetris Williams, Police Department**, for leave without pay.
  - a. Chief of Police Kevin Roberts presented the request in detail.
  - b. Officer Williams was not in attendance when called.

- c. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
8. Calendar Call.
- a. **George Murphy (Corrections Department/Prison)** – Appeal filed October 18, 2018, regarding: “The written reprimand and three days suspension without pay from 10/15/18 to 10/17/18”. Mr. Murphy withdrew his appeal via e-mail on December 2, 2018”.
    - i. Chairman Bartlett confirmed for the record Mr. Murphy withdrew his appeal.
    - ii. Chairman Bartlett confirmed with Ms. Robertson that Mr. Murphy did not file a grievance regarding his “written reprimand”. Ms. Robertson confirmed Mr. Murphy had not filed a grievance.
    - iii. County Attorney Michelle Youngblood provided what she thought was Mr. Murphy’s interpretation of the “written reprimand” for a matter of record.
9. Discussion items.
- a. Confirmed meeting date(s) for January 2019.
    - i. The Board confirmed January 23, 2019, as its next meeting date.
  - b. Upcoming cases for January 2019.
    - i. Civil Service Board Attorney Joe Harris advised *Rodney Williams (Sheriff's Office)* Superior Court Appeal hearing would be heard on December 11, 2018.
    - ii. *Collucci Myers (Probate Court)* and *Melody Smith (Probate Court)*.
      - (1) Chairman Bartlett advised Ms. Myers used to be his secretary at the Sheriff’s Office.
      - (2) Vice-Chair Lancaster advised she is a neighbor and lives on Judge Ferguson’s compound.
      - (3) The Board cannot have a hearing with only two (2) members.
      - (4) Attorney Youngblood advised to place appeals on the agenda and let the appellants request recusals.
      - (5) The Board advised Attorney Harris to prepare letters to Mses. Myers and Smith regarding recusal discussion only on January 23, 2019, and for Ms. Ambles to notify Klayt McKim, Police Department, of his appeal hearing on the same date as well.
  - c. Executive Session (as needed).
    - i. None needed.

10. Other business.

a. Civil Service Board – Follow-up to Annual Training.

- i. Chairman Bartlett mentioned Training was regarding Progressive Discipline and asked if the Board had any questions.
- ii. There were no questions.
- iii. The Board thanked Ms. Ambles.

b. Insurance Policy and Rules.

- i. The Board asked for copies of its Rules and any insurance policies pertaining to County employees who are on probation along with its worker's compensation policy to review.
- ii. The Board also confirmed the Civil Service Re-Write Committee was meeting every two weeks.

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

*Meeting adjourned.*

  
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**LARRY BARTLETT**  
**CHAIRMAN**

  
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**PAMELA R. AMBLES**  
**HUMAN RESOURCES DIRECTOR**