

CIVIL SERVICE BOARD MEETING

MARCH 27, 2019

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, March 27, 2019, in the Commissioners' Board Room.

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

Member absent: J. Mark Trimble, Member

Also present: Human Resources Director Pamela Ambles and staff; Civil Service Board Attorney Joe Harris; County Attorneys Pamela Everett and Michelle Youngblood; Director of Senior Services Tori Strawter-Tanks; Sheriff's Office Legal Advisor Fred Zimmerman; Police Department Legal Advisor Kenneth Green; Community Development Director Patrick Ejike; County Attorney Joseph Colette; Brenda Thomas; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:11 a.m.

Chairman Bartlett called for a motion to adopt the March 27th agenda. Dr. Jackson made the motion to adopt the agenda, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.

1. Considered the Civil Service Board's Meeting Minutes held on January 23, 2019.
 - a. Chairman Bartlett called for a motion. Vice-Chair Lancaster made the motion to approve the Minutes, second by Dr. Jackson. No further discussion on the motion made. Motion carried by unanimous vote.
 - b. Chairman Bartlett confirmed Item 4 would be deleted and moved to the Board's April agenda. Vice-Chair Lancaster made the motion to approve the agenda, second by Dr. Jackson. No further discussion on the motion made. Motion carried by unanimous vote.

2. Considered for approval the Civil Service Board's Executive Session Minutes regarding **Cassandra Pitts, Sheriff's Office**, demotion appeal heard February 27, 2019.
 - a. Chairman Bartlett called for a motion. Ms. Phillips-Hall made the motion to approve the Minutes, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.

3. Considered for matter of record, the Civil Service Board's Decision Upon Remand of **Cassandra Pitts, Sheriff's Office**, demotion appeal heard February 27, 2019.
 - a. Chairman Bartlett called for a motion. Vice-Chair Lancaster made the motion to approve the Decision Upon Remand, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote.
4. Considered request from **Erick Rodriguez Amador, Police Department**, to be placed on Leave Without Pay beginning March 15, 2019 through April 23, 2019.
 - a. Police Legal Advisor Kenneth Green presented the request to the Board in detail.
 - b. Chairman Bartlett advised the Board would vote on the record.
 - 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.
5. Considered request from Chief of Police Kevin Roberts to extend the probationary period of **Qiyamah S. Girard, Police Department** until December 31, 2019.
 - a. Police Legal Advisor Kenneth Green presented the request to the Board in detail.
 - b. Chairman Bartlett advised the Board would vote on the record.
 - 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.
6. Considered request from Senior Services Director Tori Strawter-Tanks, to extend the probationary period of **Dawn Patton-Herkley** for an additional 90 days.
 - a. Director Strawter-Tanks presented the request to the Board in detail.
 - b. Chairman Bartlett advised the Board would vote on the record.
 - c. Chairman Bartlett called for a motion. Vice-Chair Lancaster made the motion to approve the request, second by Dr. Jackson. No further discussion on the motion made. Motion carried by unanimous vote.
7. Considered request from Senior Services Director Tori Strawter-Tanks, to place **Mai Toussant (Leon)** on Leave Without Pay until she is able to return to work.
 - a. Director Strawter-Tanks presented the request to the Board in detail.
 - b. Chairman Bartlett advised the Board would vote on the record.
 - c. Chairman Bartlett called for a motion. Vice-Chair Lancaster made the motion to approve the request, second by Dr. Jackson. No further discussion on the motion made. Motion carried by unanimous vote.

8. Considered request from **Linda McKenzie, Senior Services**, for annual leave donation.
 - a. Director Strawter-Tanks presented the request to the Board 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.

9. Considered request from **Jade Dunham, Community Development**, for annual leave donation.
 - a. Community Development Director Patrick Ejike presented the request to the Board in detail.
 - b. Human Resources Director Pamela Ambles spoke regarding Ms. Dunham's FMLA leave.
 - 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.

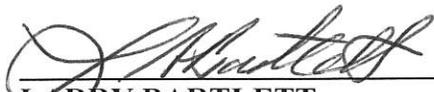
10. Calendar Call.
 - a. **Brenda Thomas (Sheriff's Office)** – Termination appeal filed August 2, 2018, regarding: "Termination of employment". County requested continuance on March 15, 2019. Continuance was granted on March 15, 2019.
 - i. Chairman Bartlett confirmed the continuance was granted on March 15, 2019.
 - ii. Chairman Bartlett advised due to the unavailability of a key witness, Brenda Thomas' appeal hearing would be moved to the April 24, 2019, agenda.

 - b. **Heather Roscoe (Sheriff's Office)** – Demotion appeal filed March 29, 2018, regarding: "Demoted to the position of Correctional Officer". County requested continuance on March 15, 2019. Continuance was granted on March 15, 2019.
 - i. Chairman Bartlett confirmed the continuance was granted on March 15, 2019.
 - ii. Chairman Bartlett advised due to the unavailability of a key witness, Heather Roscoe's appeal hearing would be moved to April 24, 2019, agenda.

11. Discussion items.
 - a. Confirmed meeting date(s) for April 2019.
 - i. The Board confirmed its next Regular Meeting date would be 9:00 a.m., on Wednesday, April 24, 2019.
 - b. Upcoming cases for April 2019.
 - i. Chairman Bartlett confirmed the Board would hear the Brenda Thomas (Termination) appeal hearing on April 24, 2019.
 - ii. Chairman Bartlett confirmed the Board would hear the Heather Roscoe (Demotion) appeal hearing on April 24, 2019.
12. Executive Session (*as needed*).
 - a. There was none.
13. Other business.
 - a. There was none.

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.

Meeting adjourned.



LARRY BARTLETT
CHAIRMAN



PAMELA R. AMBLES
HUMAN RESOURCES DIRECTOR