

CIVIL SERVICE BOARD MEETING

AUGUST 28, 2019

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, August 28, 2019, 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 Director Pamela Ambles and staff; Civil Service Board Attorney Joe Harris; Police Department Legal Advisor Kenneth Green; County Attorney Michelle Youngblood; Attorney Keith Martin; Police Chief Kevin Roberts; Grace Taylor; Michael Watts; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:13 a.m.

Chairman Bartlett called for a motion to adopt the August 28, 2019, agenda. Vice-Chair Lancaster made the motion to approve the agenda with the amendment of discussion item 9C – **Gloria Mayo (Sheriff's Office)** demotion appeal moved to 5 and 5 – **Civil Service Board's Decision regarding Gloria Mayo** moved to 5A, second by Dr. Jackson. No further discussion on the motion made. Motion was carried by unanimous vote (4-0).

Vice-Chair Lancaster made the motion to approve the agenda with the amendment of discussion item 9D – **Order from Judge Shana Rooks-Malone** be moved to 8C, second by Dr. Jackson. No further discussion on the motion made. Motion was carried by unanimous vote (4-0).

Chairman Bartlett called for a motion to adopt the August 28, 2019, amended agenda. Dr. Jackson made the motion to approve the amended agenda, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion was carried by unanimous vote (4-0).

1. Considered for approval the Civil Service Board's Meeting Minutes for July 24, 2018.
 - a. Chairman Bartlett called for a motion. Vice-Chair Lancaster made the motion to approve the Minutes, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote (4-0).

2. Considered for approval the Civil Service Board's Executive Session Meeting Minutes held on July 24, 2019, regarding personnel matters.
 - a. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the Minutes, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote (4-0).

3. Discussion: **Gloria Mayo (Sheriff's Office)** – Demotion appeal filed July 5, 2018.
 - a. Chairman Bartlett presented the request that there needed to be communication with Ms. Mayo as to why she was not present for the July 24, 2019 hearing. Ms. Mayo was on suspension at time of this hearing and the Board ruled in favor of the County.
 - b. Chairman Bartlett confirmed with Human Resources Director Pamela Ambles she had not heard from Ms. Mayo prior to last month's meeting.
 - c. Chairman Bartlett asked Civil Service Board Attorney Joe Harris, prior to executing the document, could the Board reverse its own decision.
 - d. Attorney Joe Harris responded; the Board can reverse its own decision, but there was a 45-day time limit.
 - e. Matter of record: Chairman Bartlett stated; according to the calendar, there are other cases involving Ms. Mayo. There is a suspension appeal and now a termination appeal.
 - f. For the record: Attorney Michelle Youngblood stated this was the first she was hearing about this and had no advance notice there were any issues. Attorney Youngblood agreed with Attorney Harris regarding the 45 days. It was not appropriate to go back and go to the employee who failed to show up and failed to communicate in any way and ask the employee why she did not come; we should go forward with the decision.
 - g. Attorney Harris recommended to the Board to stay the execution of order until it received a response from the Appellant.
 - h. Attorney Harris confirmed with the Board, they could vote to confirm the order, but to stay the order until we hear from the Appellant within the 45-day window.
 - i. Director Ambles advised the Board would reach out to Ms. Mayo today.
 - j. Chairman Bartlett recommended to Human Resources Director Ambles to give Ms. Mayo a ten (10) day window to respond and to copy Attorney's Youngblood and Harris.
 - k. Attorney Youngblood understood what the Board was trying to do, but for the record she objected the decision.
 - l. Chairman Bartlett noted the objection and overruled it.

4. Considered for approval Civil Service Board's Decision regarding **Gloria Mayo (Sheriff's Office)** demotion appeal filed July 5, 2018, and hearing held July 24, 2019.
 - a. Chairman Bartlett called for a motion for the decision to stay the executive order until 45 days is up. Dr. Jackson made the motion to approve the decision regarding Gloria Mayo, stay the Execution of the Order until the 45-day window is up, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by a 3-1 vote. Ms. Phillips-Hall voted against.

5. Considered for approval request from **Ron Singletary, Buildings and Maintenance**, for annual leave donation. (Civil Service Board was polled and approved August 4, 2019 by Bartlett, Lancaster, Phillips-Hall and Jackson).
 - a. Chairman Bartlett asked if Mr. Singletary was present. Mr. Singletary was not in attendance.
 - b. Chairman Bartlett advised the Board would vote on the record.
 - c. Chairman Bartlett called for a motion. Dr. Jackson made the motion to confirm the approval of the request, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote (4-0).

6. Considered for approval request from **Adrian McCrary, Transportation and Development**, to use sick leave reserve.
 - a. Chairman Bartlett asked if Mr. McCrary was present. Mr. McCrary was not in attendance.
 - 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 Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote (4-0).

7. Calendar Call.
 - a. **Grace Taylor (Sheriff's Office)** – Demotion appeal filed April 30, 2018, regarding: “Demoted”. County Attorney Michelle Youngblood requested a continuance on August 19, 2019. Appellant Keith Martin objected to the continuance request on August 19, 2019. Human Resources Director Pamela Ambles responded to the continuance request and objected on August 19, 2019 and August 21, 2019.
 - i. Chairman Bartlett advised Attorney Keith Martin had filed a court conflict. Also, an issue with the County’s request to continue with Grace Taylor’s case.
 - ii. Chairman Bartlett advised Attorney Martin withdrew his objection to the continuance request last month, so Grace Taylor case would be first on the August calendar for the hearing.
 - iii. Dr. Jackson advised the County asked for a continuance, the Appellant is not prepared to go forward because her attorney had a conflict to come up effectively and not here to represent the Appellant. Dr. Jackson suggested the Board approve the continuance.
 - iv. Chairman Bartlett advised for a matter of record Mr. Martin had filed a court conflict for today. Attorney Martin was not present.
 - v. Chairman Bartlett question Ms. Taylor if she was willing to go forward with her appeal without Attorney Martin present. Ms. Taylor stated no.
 - vi. For the record: Human Resources Director Pamela Ambles advised Attorney Youngblood did send a continuance request on August 19, 2019, after 3:00 p.m. However, the deadline was set at 1:00 p.m. It was not submitted timely.

- vii. Chairman Bartlett motioned for a continuance on behalf of the County. Dr. Jackson made the motion to approve the continuance on behalf of the County, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
- b. **Michael Watts (Police Department)** – Termination appeal filed February 15, 2019, regarding: “I was terminated for a use of force incident at the Police Department. I’m appealing being terminated”.
 - i. Chairman Bartlett asked if County was ready to go forward.
 - ii. County Attorney Kenneth Green asked the Board if he could reconvene after lunch because of the limited number of witnesses and in the event Attorney Martin could go forward with this hearing this afternoon.
 - iii. Chairman Bartlett advised Mr. Watts’ hearing would reconvene at 1:00 p.m., since Appellant Attorney Keith Martin had a court conflict. The Board would make a motion when the meeting reconvened.
- 8. Discussion items.
 - a. Confirmed meeting date(s) for September 2019.
 - i. The Board confirmed its next Regular Meeting date would be 9 a.m. on Wednesday, September 25, 2019.
 - ii. Dr. Jackson advised he would be absent for the September 25, 2019 meeting and would return September 26, 2019.
 - b. Upcoming cases for September 25, 2019.
 - i. Chairman Bartlett confirmed the Board would hear the Grace Taylor (Sheriff’s Office) appeal hearing on September 25, 2019.
 - ii. Chairman Bartlett confirmed the Board would hear the Heather Roscoe (Sheriff’s Office) demotion appeal hearing on September 25, 2019.
 - iii. Chairman Bartlett confirmed the Board would hear the Heather Roscoe (Sheriff’s Office) termination appeal hearing on September 25, 2019.
 - iv. Chairman Bartlett confirmed the Board would hear the Brenda Thomas (Sheriff’s Office) appeal hearing on September 25, 2019.
 - c. Sheriff Hill v. Rodney Williams and Clayton County Civil Service Board – Order from Judge Shana Rooks-Malone.
 - i. Attorney Harris suggested to the Board to go into Executive Session to discuss any findings of the court in the Executive Session determine if any actions were warranted by the Board.
 - ii. Chairman Bartlett called for a motion to adjourn into Executive Session at 9:49 a.m. in reference to Sheriff Hill v. Rodney Williams and Clayton County Civil Service Board. Dr. Jackson made the motion to adjourn into Executive Session to discuss legal matters, second by Vice-Chair

Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).

- iii. Chairman Bartlett called the meeting back to order at 10:45 a.m.
- iv. Chairman Bartlett called for a motion for any discussions or any motions made. Dr. Jackson made a motion to direct our Attorney to file an appeal of Judge Shana Rooks-Malone decision meeting the recommended time limits, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).

Chairman Bartlett called a motion for lunch break until 1:00 p.m. Dr. Jackson made the motion to approve lunch break, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote (4-0).

Chairman Bartlett call the meeting back in session at 1:06 p.m.

9. Calendar Call Continued

- a. **Michael Watts (Police Department)** – Termination appeal filed February 15, 2019, regarding: “I was terminated for a use of force incident at the Police Department. I’m appealing being terminated”.
 - i. Chairman Bartlett asked Attorney Green if he was representing the Police Chief.
 - ii. Attorney Kenneth Green responded in detail.
 - iii. Chairman Bartlett explained he would let the Board decide if this appeal should go forward.
 - iv. Chairman asked Attorney Green if the witnesses were ready to go forward.
 - v. Chairman Bartlett ask Attorney Martin if he was representing Mr. Watts and if he was ready to go forward. Attorney Martin was not ready to go forward with Mr. Watts’ appeal.
 - vi. Chairman Bartlett asked Attorney Martin to explain why he was not ready to go forward.
 - vii. For the record, Attorney Martin stated he was complying with the conflict notice. Attorney Martin continued to explain in detail.
 - viii. Mr. Watts advised the Board he did not want to go forward without a representative and was not comfortable with the Attorney Green.
 - ix. Chief Roberts stated, based on all information heard thus far, he was prepared to request outside legal representation for the County should Kenneth Green not be allowed to move forward. Chief Roberts wanted Michael Watts to have the fairest opportunity he could have at the Civil Service Hearing.
 - x. Chairman Bartlett called for a motion for a continuance. Dr. Jackson made the motion to approve a continuance for Mr. Watts’ appeal, second by Ms. Phillips-Hall. Discussion: Chairman Bartlett advised to reopen the witness list for both County and Appellant. No further discussion on the motion made. Motion carried by unanimous vote (4-0).

10. Executive Session (as needed)
11. Other business.
 - a. None needed.

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.



LARRY BARTLETT
CHAIRMAN



PAMELA R. AMBLES
HUMAN RESOURCES DIRECTOR