

CIVIL SERVICE BOARD MEETING

OCTOBER 23, 2019

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, October 23, 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; Police Legal Advisor Kenneth Green; District Attorney Tasha Mosley; County Attorney Michelle Youngblood; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:25 a.m.

Chairman Bartlett called for a motion to adopt the October 23, 2019 agenda. Vice-Chair Lancaster made the motion to approve the agenda with amendment of item 11 (Business) be moved before item 10 (Executive Session), second by Dr. Jackson. Motion carried by unanimous vote (4-0).

Chairman Bartlett called for a motion to adopt the amended October 23, 2019 agenda. Vice-Chair Lancaster made the motion to adopt the amended agenda, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote (4-0).

1. Considered the Civil Service Board's Meeting Minutes held on September 25, 2019.
 - a. Chairman Bartlett called for a motion. Vice-Chair Lancaster made the motion to approve the Minutes, second by Ms. Phillips-Hall. Discussion: Dr. Jackson was not present at Civil Service Board's meeting held on September 25, 2019. No further discussion on the motion made. Motion carried by unanimous vote (3-0).

2. Considered for approval the Civil Service Board's Executive Session Minutes held on September 25, 2019, for recusal request on behalf of the County's attorney.
 - a. Chairman Bartlett called for a motion. Vice-Chair Lancaster made the motion to approve the Minutes, second by Ms. Phillips-Hall. Discussion: Dr. Jackson was not present at Civil Service Board's Executive Session meeting held on September 25, 2019. No further discussion on the motion made. Motion carried by unanimous vote (3-0).

3. Considered request from Police Chief Kevin Roberts for leave without pay for **Officer Caroline T. Brodie, Police Department**, beginning October 11, 2019 through October 15, 2019.
 - a. Police Legal Advisor Kenneth Green presented request to the Board in detail.
 - b. Police Legal Advisor Kenneth Green advised the Board Police Chief Kevin Roberts had no objections to the request.
 - 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).

4. Considered request from **Kareema Simeon, DA/Child Support Services**, to use sick leave reserve.
 - a. Kareema Simeon presented her request to the Board in detail.
 - b. Chairman Bartlett advised no other information was provided to the Board for this request.
 - 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).

5. Considered request from newly appointed District Attorney Tasha Mosley, to extend the probationary period of **the following employees** until May 1, 2020.
 - a. Chairman Bartlett advised District Attorney Tasha Mosley the Board would consider the probationary extensions of each employee one at a time instead of as a group.
 - b. District Attorney Mosley had no objections and advised the Board she would like to extend the employees probationary period because she needed to get to know the employees, evaluate their positions, and their duties.
 - c. Human Resources Director Pamela Ambles advised the Board that every employee is on probation and confirmed District Attorney Mosley did follow all procedures.
 - d. District Attorney Mosley confirmed with the Board she did not go through the employees' files for any discrepancies.
 - e. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve **Kelsey Miller's** initial probationary period until May 1, 2020, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0). Ms. Miller was not present.
 - f. Michael Hooks presented his concerns to the Board in detail. He had passed his initial probationary period and should not be put back on probation and asked if his pay be made retroactive.
 - g. Chairman Bartlett advised on behalf of the Board that each employee should receive retroactive pay at the end of their probationary period.

- h. Human Resources Director Pamela Ambles explained to Board these are not the only probation extension cases the Board had heard and no exceptions should be made to this request.
- i. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve **Michael Hooks'** initial probationary period until May 1, 2020, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
- j. Rudyard Jarrard addressed the Board and stated he had no objections to extend his probationary period.
- k. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve **Rudyard Jarrard's** initial probationary period until May 1, 2020, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
- l. Melissa Peacock addressed the Board and stated she had no objections to extend her probationary period.
- m. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve **Melissa Peacock's** initial probationary period until May 1, 2020, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
- n. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve **Ashley Warmack's** initial probationary period until May 1, 2020, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0). Ms. Warmack was not present.
- o. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve **Helen Dolyak's** promotion probationary period until May 1, 2020, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0). Ms. Dolyak was not present.
- p. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve **Gloria Kingston's** promotion probationary period until May 1, 2020, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0). Ms. Kingston was not present.
- q. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve **Carla Dixon's** promotion probationary period until May 1, 2020, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0). Ms. Dixon was not present.
- r. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve **Manychan Sikhamchai's** promotion probationary period until May 1, 2020, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0). Ms. Sikhamchai was not present.
- s. Marcia Davis presented the Board with her concerns with her November 2019 anniversary. Chairman Bartlett advised Ms. Davis to communicate with Human Resources. Human Resources Director Pamela Ambles confirmed with Ms. Davis to meet with her to discuss her concerns.

- t. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve **Marcia Davis**' initial probationary period until May 1, 2020, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
- u. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve **Leigh Jordan**'s initial probationary period until May 1, 2020, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0). Ms. Jordan was not present.
- v. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve **Jemela Comeaux**'s initial probationary period until May 1, 2020, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0). Ms. Comeaux was not present.
- w. Sherita Smitherman presented her concerns about the procedures of the promotion being extended in detail.
- x. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve **Sherita Smitherman**'s promotion probationary period until May 1, 2020, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
- y. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve **Travis McDowell**'s initial probationary period until May 1, 2020, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0). Mr. McDowell was not present.
- z. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve **LaCarrian Smith**'s initial probationary period until May 1, 2020, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0). Ms. Smith was not present.
- aa. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve **Caitlin McGillicuddy**'s initial probationary period until May 1, 2020, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0). Ms. McGillicuddy was not present.
- bb. Chairman Bartlett applauded each District Attorney employees, wished them well in the next phase of their probation period and good luck.
- cc. Chairman Bartlett commended Human Resources Director Pamela Ambles and staff with gathering all documentation for the Board members and wished District Attorney Tasha Mosley good luck as well.

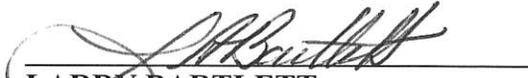
6. Calendar call.

- a. None – All cases continued.

7. Discussion items.
 - a. Confirmed meeting date(s) for November and December 2019 because of the Holidays.
 - i. The Board confirmed its next Regular Meeting date would be 9 a.m. on Wednesday, November 20, 2019.
 - ii. The Board confirmed its next Regular Meeting date would be 9 a.m. on Wednesday, December 18, 2019.
 - iii. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve November and December meeting dates, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
 - b. Chairman Bartlett confirmed there would be no cases for November and December 2019 meetings.
8. Other business.
 - a. Discussion: Request from Timothy White (911 Communication) appeal regarding reclassification of position.
 - b. Chairman Bartlett advised the Board could not hear his appeal, but if he filed a grievance, the Board would hear it. The Board can only make recommendations to the department head.
 - c. Attorney Michelle Youngblood explained to the Board the time frame of grievances.
 - d. Human Resources Director Pamela Ambles advised the Board that Human Resources had been communicating with Mr. White until he obtained an attorney and he had done several open record requests.
 - e. Police Legal Advisor Kenneth Green presented a request to move forward with Police Department cases.
 - f. Chairman Bartlett explained the litigation issue is not with the Sheriff, it is with the Judge's decision on behalf of a Sheriff's case and it effects any case that would come before the Board.
 - g. Police Legal Advisor Kenneth Green stated he would get with Attorney Michelle Youngblood, Police Chief Kevin Roberts and the Appellants to discuss cases moving forward.
 - h. Chairman Bartlett confirmed with Mr. Green if all agreed to cases moving forward the Board would hear them.
9. Executive Session (as needed).
 - i. Chairman Bartlett called for a motion to adjourn into Executive Session for pending cases at 10:35 a.m. Dr. Jackson made a motion to approve the Executive Session, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
 - ii. Chairman Bartlett called the meeting back to order at 12:02 p.m.

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