

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

***DECEMBER 18, 2019***

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, December 18, 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; County Attorney Michelle Youngblood; County Police Department Legal Advisor Kenneth Green; Appointed Civil Service Board Member Kim Terrance Smith; Deputy Chief Financial Officer Lucianna Farmer; Financial Accounting Coordinator Kim Booth; Tomiko Phillips; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:14 a.m.

Chairman Bartlett called for a motion to adopt the December 18, 2019, Agenda. Dr. Jackson made the motion to approve the Agenda, second by Vice-Chair Lancaster. 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 on November 20, 2019.
  - 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 request from **Otto Bostic, Sheriff's Office**, to use sick leave reserve. The Board was polled and approved on November 21, 2019 by Chairman Bartlett, Ms. Phillips-Hall, and Dr. Jackson.
  - a. **ON THE RECORD:** Vice-Chair Lancaster requested to add her approved vote for this matter.
  - b. Human Resources Director Pamela Ambles advised the Board the Sheriff's Office concerns about the Board's involvement with the employees of the Sheriff's Office.
  - c. Human Resources Director Ambles continued to advise the Board of her response to Sheriff Victor Hill that no cases were moving forward and this request had nothing to do with other business. She copied County Attorney Michelle

Youngblood and Civil Service Board Attorney Joe Harris on this email. The annual leave request would be at the discretion of the Sheriff's Office and the sick leave request would be at the discretion of the Board.

- d. County Attorney Youngblood clarified to the Board; the motion was made to recuse the Board from all pending cases.
  - e. Chairman Bartlett advised the Board would vote on the record.
  - f. 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).
3. Considered request from **Rose Johnson, Library**, to use sick leave in lieu of annual leave for the care of her daughter. The Board was polled and approved on November 22, 2019 by Chairman Bartlett, Ms. Phillips-Hall, and Vice-Chair Lancaster.
- a. **ON THE RECORD:** Dr. Jackson requested to add his approved vote for this matter.
  - b. Chairman Bartlett advised the Board would vote on the record.
  - c. Chairman Bartlett called for a motion. Vice-Chair made a motion to approve the request, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
4. Considered request from Police Chief Kevin Roberts for leave without pay for **Chieyenne Reynolds, Police Department**, from December 30-31, 2019 and January 2, 2020.
- a. Police Department Legal Advisor Kenneth Green presented the request to the Board in detail.
  - b. Legal Advisor Kenneth Green advised the Board Chief Kevin Roberts is supportive of the request.
  - c. Chairman Bartlett asked if there were any questions for Mr. Green, there were none.
  - d. Chairman Bartlett advised the Board would vote on the record.
  - 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).
5. Considered request from Deputy Chief Financial Officer Lucianna Farmer to extend the probationary period of **Tomiko Phillips, Finance**, for an additional six (6) months.
- a. Deputy Chief Financial Officer Lucianna Farmer was present.
  - b. Direct Supervisor Kim Booth presented the request to the Board in detail.
  - c. Tomiko Phillips stated to Board she had not received any counseling or knowledge of her extension and asked the Board to be fair with her extension.
  - d. Chairman Bartlett advised the Board would vote on the record.
  - 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).

- f. ON THE RECORD: Human Resources Director Pamela Ambles advised the Board this request was not Ms. Phillips' initial probation, it was her promotional probation.
6. Calendar Call.
- a. None
7. Discussion items.
- a. Confirmed meeting date(s) for January 2020.
    - i. The Board confirmed its next Regular Meeting date would be 9:00 a.m., on Wednesday, January 22, 2020.
  - b. Upcoming cases for January 22, 2020.
    - i. Chairman Bartlett confirmed that all cases were pending.
    - ii. Civil Service Board Attorney Harris advised the Board both parties had filed briefs, and had another five days to file a response brief and then the parties would wait for a decision.
    - iii. County Attorney Youngblood stated the Court of Appeals was required to rule within two terms of court and an expected a decision would be in late spring.
  - c. Civil Service Board Election Results.
    - i. Human Resources Director Pamela Ambles presented the Board the results of the 2019 Civil Service Board Election. Kim "K.T." Terrance Smith for Post 1 and Larry Bartlett for Post 2. The Clayton County employees voted by secret ballot for Post 1 and 2 to elect the Board members. Human Resources welcomed Mr. Smith to the Civil Service Board.
8. Executive Session (as needed).
- a. Chairman Bartlett advised to adjourn into Executive Session at 9:50 a.m.
  - b. Chairman Bartlett called for a motion to adjourn into Executive Session. Dr. Jackson made the motion to adjourn into Executive Session to discuss the Civil Service Pending Cases, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
  - c. Chairman Bartlett called the meeting back to order at 10:38 a.m.
9. Other business.
- a. Vice-Chair Lancaster advised Board to discuss the recognition of Mark Trimble as a Board member since this is the end of his term.

- b. Chairman Bartlett advised the Board he would discuss with Ms. Ambles. Mr. Trimble is still in physical therapy and he was unsure he would be able to attend January's meeting.
- c. Dr. Jackson wished everyone an enjoyable and safe Holiday.

*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