

CIVIL SERVICE BOARD MEETING

JANUARY 22, 2020

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, January 22, 2020, in the Commissioners' Board Room.

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

Also present: Human Resources Director Pamela Ambles and staff; Civil Service Board Attorney Joe Harris; County Attorney Michelle Youngblood; Tax Commissioner Terry Baskin; Police Major Anthony Thuman; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:10 a.m.

Chairman Bartlett called for a motion to adopt the January 22, 2020, agenda. Vice-Chair Lancaster made the motion to approve the agenda with amendment to add Item 9a probationary extension for **Gary Ross (Tax Commissioner)** to agenda, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion was carried by unanimous vote (5-0).

Chairman Bartlett called for a motion to adopt the amended January 22, 2020 agenda. Vice-Chair Lancaster made the motion to adopt the amended agenda, second by Dr. Jackson. No further discussion on the motion made. Motion was carried by unanimous vote (5-0).

1. Welcomed new Civil Service Board member, Kim Terrance (K.T.) Smith.
 - a. Chairman Bartlett and rest of the Board members welcomed K. Terrance Smith as the newest Civil Service Board member and he would be a great asset to the board.
2. Elected Civil Service Board Chair and Vice-Chair.
 - a. Chairman Bartlett called for a motion to nominate someone for Chairman for the Civil Service Board. Vice-Chair Lancaster made a motion to nominate Larry Bartlett for Chairman, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion was carried by a vote (4-0). Larry Bartlett abstained.
 - b. Chairman Bartlett called for a motion to nominate someone for Vice-Chair for the Civil Service Board. Dr. Jackson made the motion to nominate Troyce Lancaster for Vice-Chair, second by Ms. Phillips-hall. No further discussion on the motion made. Motion was carried by a vote (4-0). Troyce Lancaster abstained.

3. Considered for approval the Civil Service Board's Meeting Minutes for December 18, 2019.
 - 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 a vote (4-0). K.T. Smith abstained.
4. Considered for approval the Civil Service Board's Executive Session Meeting Minutes held on December 18, 2019 for pending Civil Services cases.
 - 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 a vote (4-0). K.T. Smith abstained.
5. Considered request from Police Chief Kevin Roberts for leave without pay for **Tiffany Sherwood (Police Department)**, from December 29, 2019 through January 5, 2020.
 - a. Major Anthony Thuman presented the request to the Board in detail.
 - b. The Police Department had no objections to the request.
 - c. Ms. Sherwood was not in attendance.
 - d. Chairman Bartlett asked if the Board had any questions for Major Thuman, none noted.
 - e. Chairman Bartlett called for a motion. Dr. Jackson made the motion to confirm the approval of the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (5-0).
 - f. Chairman Bartlett excused Major Thuman.
6. Considered request from **Calvin Ross (Finance)**, to use sick leave for the care of his son from January 9, 2020 to January 31, 2020.
 - a. Calvin Ross was not in attendance.
 - b. Human Resources Director Pamela Ambles confirmed Mr. Ross was not present and nor was a Finance representative present.
 - c. Chairman Bartlett asked if the Board had any questions, none noted.
 - d. Chairman Bartlett called for a motion. Dr. Jackson made the motion to confirm the approval of the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

7. Considered request from Human Resources Director Pamela Ambles to extend the promotional probationary period of **Carol Lowe (Human Resources)** for an additional six (6) months.
 - a. Human Resources Director Ambles presented the request to the Board in detail.
 - b. Carol Lowe was not present.
 - c. Human Resources Director Ambles confirmed to Board that Ms. Lowe was aware of the request and understood the request.
 - d. The Board questioned Human Resources Director Ambles.
 - e. Human Resources Director Ambles responded in detail
 - f. Chairman Bartlett asked if the Board had other questions, none noted.
 - g. 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 (5-0).

8. Considered request from Tax Commissioner Terry Baskin to extend the probationary period of **Gary Ross (Tax Commissioner)** for six (6) months.
 - a. Tax Commissioner Baskin presented the request to the Board in detail.
 - b. Chairman Bartlett asked if the Board had any questions for Commissioner Baskin, none noted.
 - c. Chairman Bartlett asked if Mr. Ross was present, he was not present.
 - d. Commissioner Baskin confirmed to the Board Mr. Ross was given the opportunity to attend the meeting.
 - e. Chairman Bartlett called for a motion. Dr. Jackson made the motion to confirm the approval of the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

9. Calendar Call.
 - a. None. All cases are still on hold until a resolution of an appeal to the Georgia of Appellate Court had been finalized.

10. Discussion items.
 - a. Confirmed meeting date(s) for February 2020.
 - i. The Board confirmed its next Regular Meeting date would be 9 a.m. on Wednesday, February 26, 2020.
 - b. Upcoming cases for February 2020.
 - i. Chairman Bartlett asked County Attorney Michelle Youngblood and Civil Service Board Attorney Joe Harris if they had anything to report on the progress of the case going through the Appellate Court.
 - ii. Attorney Harris stated there were waiting a decision within six (6) to nine (9) months.

- iii. Attorney Youngblood stated the waiting decision should be less than 6 to 9 months; the court has to rule in two terms.
 - iv. The Board continued to question Attorney Youngblood.
 - v. Attorney Youngblood responded in detail.
 - vi. Chairman Bartlett updated Kim (K.T.) Smith on the *Rodney Williams* case.
 - vii. Human Resources Director Ambles advised the Board she updated the COO and Chairman on the cases.
 - viii. Attorney Youngblood continued to present the brief process in detail to the Board.
 - ix. Chairman Bartlett asked if there were any other comments for the Board, none noted.
- c. Civil Service Board Security Rules for Board of Commissioner's building.
- i. Human Resources Director Ambles stated the Board of Commissioners had issued safety protocols throughout the building.
 - a. As a Civil Service Board Member, you have been given access to the back door of the building.
 - b. Clearance has been granted for only the BOC Boardroom, Conference Room 2, and the restroom. No access to the second floor.
 - c. **HIGH IMPORTANCE:** Do not let anyone trail you in the building. Your clearance is specifically for you only.
 - ii. Chairman Bartlett asked if the Board had any questions, none noted.
- d. Mark Trimble's Recognition.
- i. Chairman Bartlett suggested he might be able to get Mr. Trimble to either the February or March meeting and would rely on Director Ambles to recognize his 12 years of service.
 - ii. Human Resources Director Ambles confirmed to the Board Human Resources would be ready to move forward with Mr. Trimble's recognition.
11. DISCUSSION: The Board had concerns about the Appellant Collucci Myers (Probate Court) – Termination Appeal filed September 17, 2018. Ms. Myers had been under the chain of command for Chairman Bartlett (recused himself) and K.T. Smith. Vice-Chair Lancaster voluntarily rescued herself. The Board questioned how to proceed.

Human Resources Director Ambles' concern was the consistency and Ms. Myers should be removed from the equation. The Board needed to look at the ACT for the lack of quorum, get with the legal team on how to handle the Board going forward.

12. Executive Session (as needed)

i. None needed.

13. Other business.

a. Civil Service Rule Proposal (Transfers).

- i. FOR THE RECORD: Freeman Mathis & Gary and newly appointed Staff Attorney Chuck Reed were not consulted on this particular matter due to a possible conflict of interest.
- ii. Human Resources Director Ambles presented the transfer proposal in detail.
- iii. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve changes on the Transfers Proposal, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

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 (5-0).

Meeting adjourned.



LARRY BARTLETT
CHAIRMAN



PAMELA R. AMBLES
HUMAN RESOURCES DIRECTOR