

# ***CIVIL SERVICE BOARD MEETING***

***APRIL 29, 2020***

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, April 29, 2020, through a virtual meeting (Zoom Video Conference).

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

Member absent:       None

Also present:         Human Resources Pamela Ambles and staff; Civil Service Board Attorney Joe Harris; Fire Chief Landry Merkison; Corrections Warden Dennis Nelson; County Attorney Michelle Youngblood; Information Technology Director Jason Brookins; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:19 a.m.

Chairman Bartlett called for a motion to adopt the April 29, 2020 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 (5-0).

Per County Attorney Michelle Youngblood's suggestion, Chairman Bartlett advised he would poll the Board on any voting they may have. Chairman Bartlett would call each Board Member to cast their vote and it would be recorded on any issue the Board vote on.

1.     Considered the Civil Service Board's Meeting Minutes held on February 26, 2020.
  - a.     Chairman Bartlett called for a motion. Vice-Chair Lancaster made the motion to approve the Minutes, second by Ms. Phillips-Hall. Discussion on the motion made: Dr. Jackson abstained. He was not present at the Civil Service Board's meeting held on February 26, 2020. Chairman Bartlett called each Board member:  
          Lancaster – Aye; Phillips-Hall – Aye; Jackson – abstained; KT – Aye; none opposed. No further discussion on the motion made. Motion carried by unanimous vote (4-0).
2.     Considered request from **Lt. James Gray, Fire and Emergency Services**, to use sick leave reserve hours. (Civil Service Board was polled and Chairman Bartlett, Mr. Smith, and Vice-Chair Lancaster approved on March 23, 2020).

- a. Matter of record: Chairman Bartlett reconfirmed the vote by calling each Board member: Jackson – Aye; Phillips-Hall – Aye; Lancaster – Aye; and Smith – Aye. Motion carried by unanimous vote (5-0).
  - b. Fire Chief Landry Merkison presented an update of Lt. Gray’s situation to the Board in detail.
3. Considered request from **Officer Medgar Willis, Corrections**, to use sick leave reserve hours. (Civil Service Board was polled and Mr. Smith, Vice-Chair Lancaster, and Ms. Phillips-Hall approved on March 30, 2020).
- a. Matter of record: Chairman Bartlett polled the Board by calling each member to cast their vote: Smith – Aye; Lancaster – Aye; Phillips-Hall – Aye; Bartlett – Aye; and Jackson – Aye. Motion carried by unanimous vote (5-0).
  - b. Chairman Bartlett asked Warden Dennis Nelson for any updates on Officer Willis.
  - c. Warden Nelson presented an update on Officer Willis to the Board in detail.
  - d. Chairman Bartlett requested Warden Nelson to keep the Board updated. Warden Nelson stated he would.
4. Calendar call.
- a. Chairman Bartlett confirmed all cases were still in a holding pattern due to the appeal to the Georgia Appellate Courts.
  - b. Chairman Bartlett asked County Attorney Youngblood and Civil Service Board Attorney Harris if there were any updates.
  - c. Attorney Harris stated he had not heard from the Court of Appeals.
  - d. Attorney Youngblood stated the State Supreme Court declared a judicial emergency on March 13, 2020, which was extended to April 13<sup>th</sup>/May 13<sup>th</sup>. All arguments had been suspended, and court businesses had been closed down.
5. Discussion items.
- a. Confirmed there were no meeting dates for March 2020.
    - i. For the record: Chairman Bartlett confirmed there were no meetings held for March because of the County’s shutdown due to COVID-19 Pandemic.
  - b. Confirmed meeting date(s) for May 2020.
    - i. The Board confirmed its next virtual meeting would be Wednesday, May 27, 2020 at 9 a.m.

- ii. Chairman Bartlett called for a motion to poll a vote. Dr. Jackson made the motion to approve a virtual meeting, second by Vice-Chair Lancaster. Jackson – Aye; Lancaster – Aye; Smith – Aye; Phillips-Hall – Aye.
    - iii. Chairman Bartlett advised the Board would receive a new email from Informational Technology Director Brookins to connect to the meeting.
  - c. Upcoming cases for May 2020.
    - i. Chairman Bartlett confirmed there were no cases to discuss.
    - ii. Human Resources Director Pamela Ambles provided information to the Board regarding changes to the Civil Service Rules to establish a Hearing Officer to hear appeals when there are conflict of interests.
- 6. Executive Session (as needed).
  - a. Chairman Bartlett stated everyone would exit except all Board members and grant the host with permission to be part of Executive Session if needed.
  - b. Chairman Bartlett confirmed no Executive Session was needed for today’s meeting.
- 7. Other business.
  - a. IT Director Jason Brookins stated he could not host two meetings at the same time. His recommendation would be to provide a separate call-in number and everyone could mute and turn off the video while in the Executive Session and return to the Zoom meeting once ready to reconvene.
  - b. Chairman Bartlett confirmed there were no other business items.

*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. Smith – Aye; Phillips-Hall – Aye; and Bartlett – Aye. No further discussion on the motion made. Motion carried by unanimous vote.*

*Meeting adjourned.*

  
LARRY BARTLETT  
CHAIRMAN

  
PAMELA R. AMBLES  
HUMAN RESOURCES DIRECTOR