CIVIL SERVICE BOARD MEETING

JUNE 24, 2020

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, June 24, 2020, through a virtual meeting (Zoom Video Communications)

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; Police Legal Advisor Kenneth Green; County Attorney Michelle Youngblood; Sheriff Captain Richard Moen; Central Services Director Carol Rogers; Central Services Assistant Director Jaliz Williams; Sheriff Correctional Lieutenant Terrance Gibson; Information Technology Technical Training Coordinator Takiyah Thomas; Officer Elithia Gibson; Gail Wilcoxson, and various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:07 a.m.

Chairman Bartlett called for a motion to adopt the June 24, 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).

1. Considered the Civil Service Board's Meeting Minutes held on May 27, 2020.

    a. Chairman Bartlett called for a motion. Vice-Chair Lancaster made the motion to approve the Minutes, second by Dr. Jackson. Chairman Bartlett called each Board member: Vice-Chair Lancaster – Aye; Ms. Phillips-Hall – Aye; Dr. Jackson – Aye; Mr. Smith – Aye. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

2. Considered request from Chief Kevin Roberts for leave without pay for **Recruit Dalton Owens, Police Department**, for May 21, 2020 (three hours) and May 26, 2020 (eight hours).

    a. Police Legal Advisor Kenneth Green presented request to the Board in detail.
    b. Mr. Green advised the Board Police Chief Kevin Roberts had no objections to the request.
    c. Chairman Bartlett asked if there were any questions. None were noted.
    d. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Vice-Chair Lancaster. Chairman Bartlett

called each Board member: Mr. Smith – Aye; Vice-Chair Lancaster – Aye; Ms. Phillips-Hall – Aye; and Dr. Jackson – Aye. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

3. Considered request from Chief Kevin Roberts for leave without pay for **Officer Elithia Gibson, Police Department**, May 13, 2020 until return to work.

   a. Police Legal Advisor Kenneth Green presented request to the Board in detail.
   b. Mr. Green advised the Board Police Chief Kevin Roberts had no objections to the request.
   c. Officer Elithia Gibson was present.
   d. The Board questioned Officer Gibson. Officer Gibson responded in detail.
   e. Chairman Bartlett asked if there were any other questions. None were noted.
   f. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Ms. Phillips-Hall. Chairman Bartlett called each Board member: Mr. Smith – Aye; Vice-Chair Lancaster – Aye; Ms. Phillips-Hall – Aye; and Dr. Jackson – Aye. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

4. Considered request from Chief Kevin Roberts for leave without pay for **Officer John Lewis, Police Department**, from June 13, 2020 through June 25, 2020 (80 hours).

   a. Police Legal Advisor Kenneth Green presented request to the Board in detail.
   b. Mr. Green advised the Board Police Chief Kevin Roberts had no objections to the request.
   c. Chairman Bartlett asked if there were any questions. None were noted.
   d. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Vice-Chair Lancaster. Chairman Bartlett called each Board member: Ms. Phillips-Hall – Aye; Vice-Chair Lancaster – Aye; Mr. Smith – Aye; and Dr. Jackson – Aye. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

5. Considered request from **Officer John Lewis, Police Department**, to receive annual leave donation.

   a. Police Legal Advisor Kenneth Green presented request to the Board in detail.
   b. Mr. Green advised the Board Police Chief Kevin Roberts had no objections to the request.
   c. Chairman Bartlett asked if there were any questions. None were noted.
   d. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Vice-Chair Lancaster. Chairman Bartlett called each Board member: Ms. Phillips-Hall – Aye; Mr. Smith – Aye; Vice-Chair Lancaster – Aye; and Dr. Jackson – Aye. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

6. Considered request from **Patricia Jones, Central Services,** to receive annual leave donation. (Civil Service Board was polled and Chairman Bartlett, Vice-Chair Lancaster, and Ms. Phillips-Hall approved on June 5, 2020).

   a. Matter of record: Chairman Bartlett polled the Board by calling each member: Mr. Smith – Aye; Vice-Chair Lancaster – Aye; Ms. Phillips-Hall – Aye; and Dr. Jackson – Aye. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

7. Considered request from Director of Central Services Carol Rogers, to extend the promotional probationary period of **Gail Wilcoxson, Central Services,** for an additional six (6) months (until December 30, 2020).

   a. Chairman Bartlett questioned Ms. Wilcoxson. Ms. Wilcoxson responded in detail.
   b. Chairman Bartlett asked Ms. Wilcoxson if there were any questions for the Board.
   c. Ms. Wilcoxson had no questions for the Board.
   d. Chairman Bartlett called for a motion. Ms. Phillips-Hall made the motion to approve the request, second by Dr. Jackson. Chairman Bartlett called each Board member: Mr. Smith – Aye; Vice-Chair Lancaster – Aye; Ms. Phillips-Hall – Aye; and Dr. Jackson – Aye. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

8. Considered request from **Foy Johnson, Sheriff's Office,** to receive annual leave donation.

   a. Sheriff Correctional Lieutenant Terrance Gibson asked the Board for a recess.
   b. The Board granted Lieutenant Gibson a recess.
   c. Human Resources Director Pamela Ambles provided additional information to the Board.
   d. The Board questioned Director Ambles. Director Ambles responded in detail.
   e. Lieutenant Gibson advised the Board Sheriff Victor Hill had no objections to the request.
   f. Chairman Bartlett asked if there were any other questions. None were noted.
   g. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Vice-Chair Lancaster. Chairman Bartlett called each Board member: Mr. Smith – Aye; Vice-Chair Lancaster – Aye; Ms. Phillips-Hall – Aye; and Dr. Jackson – Aye. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

9. Calendar call.

   a. Chairman Bartlett advised the County's request to dismissed Rodney Williams appeal had been resolved and the appeal should come off the agenda.
   b. County Attorney Youngblood and Civil Service Board Attorney Harris would meet to discuss if the Williams' case should stay on the calendar.
   c. The Board questioned Human Resources Director Ambles. Human Resources Director Ambles responded in detail.
   d. The Board questioned Attorney Harris regarding going forward with other cases. Attorney Harris responded in detail.

10. Discussion items.

   a. Confirmed meeting date(s) for July 2020.

      i. The Board confirmed its next meeting date would be Wednesday, July 22, 2020 at 9 a.m., at the Board of Commissioners.

   b. Upcoming cases for July 2020.

      i. Chairman Bartlett stated upcoming cases would be discussed at the July's meeting during Executive Session. .
      ii. Human Resources Director Ambles provided information to the Board regarding changes to the Civil Service Rules to establish a Hearing Officer to hear appeals when there was a conflict of interest.

11. Executive Session (as needed).

   a. Chairman Bartlett confirmed no Executive Session was needed for today's meeting.

12. Other business.

   a. Human Resources Director Ambles provided the Board with updated information on the Hearing Officer.
   b. Civil Service Board Attorney Harris and County Attorney Youngblood, and Chief Staff Attorney Chuck Reed would meet before the July 22, 2020 meeting.
   c. 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. Mr. Smith – Aye; Ms. Phillips-Hall – Aye; and Bartlett – Aye. 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