

CIVIL SERVICE BOARD MEETING

MAY 27, 2020

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, May 27, 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; County Attorney Michelle Youngblood; District Attorney Tasha Mosley; Information Technology Director Jason Brookins; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:11 a.m.

Chairman Bartlett called for a motion to adopt the May 27, 2020 agenda. Vice-Chair Lancaster made the motion to approve the agenda with amendment of item 4a (Business) Annual Leave Donation request for Kelita Almond, District Attorney before item 5 (Calendar Call), second by Dr. Jackson. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

Chairman Bartlett called for a motion to adopt the amended May 27, 2020 agenda. Dr. Jackson 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 (5-0).

1. Considered the Civil Service Board's Meeting Minutes held on April 29, 2020.
 - a. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the Minutes, second by Mr. Smith. 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 Interim Superior and State Court Administrator Will Simmons per Chief Judge Geronda Carter, to extend the probationary period of **LaToria Marzell (Superior Court)** for an additional three (3) months.

- a. Human Resources Director Pamela Ambles advised the Board she spoke with Interim Administrator Will Simmons and stated Chief Judge Carter would like to withdraw the request to extend LaToria Marzell's probationary period for an additional three (3) months.
 - b. Matter of Record: Chairman Bartlett confirmed the request had been withdrawn on behalf of Chief Judge Carter.
 - c. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the withdrawal, second by Ms. Phillips-Hall. Chairman Bartlett called each Board member: Dr. Jackson – Aye; Ms. Phillips-Hall – Aye; Vice-Chair Lancaster – Aye; and Mr. Smith – Aye. Motion carried by unanimous vote (5-0).
3. Considered request from **Kelita Almond, (District Attorney)** for annual leave donation.
- a. District Attorney Mosley presented the request to the Board in detail.
 - b. Chairman Bartlett asked if there were any other questions.
 - c. Human Resources Director Ambles presented the Board with additional information.
 - d. 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. Calendar call.
- a. Attorney Youngblood advised the Board the State Supreme Court had extended judicial emergency until June 12, 2020.
 - b. Chairman Bartlett requested Attorney Joe Harris to give the Board an update on cases going forward before the next Civil Service Board meeting.
5. Discussion items.
- a. Confirmed meeting dates(s) for June 2020.
 - i. The Board confirmed its next virtual meeting would be Wednesday, June 24, 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. Dr. Jackson – Aye; Vice-Chair Lancaster – Aye; Mr. Smith – Aye; and Ms. Phillips-Hall – Aye. No further discussion on the motion made. Motion carried by unanimous vote (5-0).

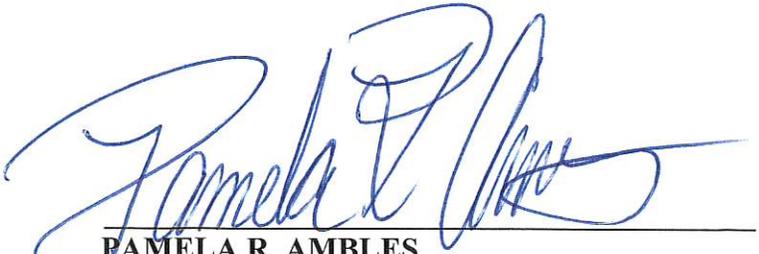
- b. Confirmed there were no cases for June 2020.
 - i. Chairman Bartlett requested to have virtual meetings while no cases were ongoing.
 - ii. Attorney Harris confirmed virtual meetings would be sufficient.
- 6. Executive Session (as needed).
 - a. None needed.
- 7. Other business.
 - a. Central Services – Vendor Letter.
 - i. Vice-Chair Lancaster questioned Director Ambles if Board members needed to respond to a letter received from Central Services referencing registered vendors with Clayton County.
 - ii. Director Ambles confirmed no action was needed from the Board.
 - b. Hearing Officer.
 - i. Director Ambles advised the Board she would forward information regarding the Hearing Officer.
 - ii. A brief discussion among the Board members occurred.
 - iii. 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 Chairman 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