

# ***REGULAR CALLED CIVIL SERVICE BOARD MEETING***

***APRIL 6, 2016***

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, April 6, 2016, in the Commissioners' Board Room.

Members present:     Larry Bartlett, Chairman  
                              Troyce B. Lancaster, Vice-Chair  
                              Virginia Phillips-Hall, Member

Members absent:     Dr. Cephus Jackson, Member  
                              J. Mark Trimble, Member

Also present:         Human Resources Manager Tamara Duggans and staff; Human Resources Officer Pamela Ambles; Civil Service Board Attorney Joe Harris; Police Department Legal Advisor Kenneth Green; County Attorney Michelle Youngblood; Sheriff's Assistant Deputy Chief Shawn Southerland; Kyetha Taylor; 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 agenda. Vice-Chair Lancaster made the motion to approve the agenda with the following exception – add Item 14C – Additional meeting date for May 2016, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by a 3-0 vote.

**For the record:** Chairman Bartlett noted Board members, Dr. Cephus Jackson and Mr. J. Mark Trimble were not in attendance, but the Board had a quorum.

1.     Considered for approval the Civil Service Board Meeting Minutes held on March 2, 2016.
  - 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 a 3-0 vote.
  
2.     Considered for approval the Executive Session Minutes regarding **Cyd Cox, Information Technology**, termination appeal heard on March 2, 2016.
  - 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 a 3-0 vote.

3. Considered for approval the Civil Service Board's Decision regarding, **Cyd Cox, Information Technology**, termination appeal heard on March 2, 2016.
  - a. Chairman Bartlett called for a motion. Vice-Chair Lancaster made the motion to approve the Decision, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by a 3-0 vote.
4. Considered for approval the Executive Session Minutes regarding **pending litigation**, heard on March 2, 2016.
  - 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 a 3-0 vote.
5. Chairman Bartlett presented the following training certificates:
  - a. **Employee Professional Development**
    - i. Christopher Thornton, Juvenile Court (*not in attendance*)
    - ii. Jeanie White, Commissioners
  - b. **Manager's Basic Skills Certificate**
    - i. John Ivey, Police
    - ii. Lloyd Gay, Parks & Recreation
    - iii. Sequellia Logan, Parks & Recreation
    - iv. Tangila "Yvette" Lovelace, Finance
    - v. Robert Pauls, Jr., Sheriff's Office (*not in attendance*)
    - vi. James Cameron Reeves, Information Technology
    - vii. Virginia Vanorsdale, Library System
  - c. **Manager's Professional Skills Certificate**
    - i. Sequellia Logan, Parks & Recreation
    - ii. James Cameron Reeves, Information Technology
    - iii. Virginia Vanorsdale, Library System
  - d. The Board congratulated all employees.
6. Considered request from **Rodriguez Fletcher, Corrections**, to receive annual leave donation.
  - a. Chairman Bartlett noted that Human Resources Manager Tamara Duggans represented the Human Resources Department.

- b. HR Manager Duggans confirmed the request met all requirements and that the department supported the request.
  - c. Chairman Bartlett called for a motion. Ms. Phillips-Hall made the motion to approve the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by a 3-0 vote.
7. Considered request from **Ayana Adams, Sheriff's Office**, to receive annual leave donation.
- a. HR Manager Duggans confirmed the request met all requirements.
  - b. Sheriff's Assistant Deputy Chief Shawn Southerland advised the department did not oppose the request.
  - c. Chairman Bartlett called for a motion. Vice-Chair Lancaster made the motion to approve the request, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by a 3-0 vote.
8. Considered request from **Kyetha Taylor, Sheriff's Office**, to receive annual leave donation.
- a. HR Manager Duggans confirmed the request met all requirements.
  - b. Sheriff's Assistant Deputy Chief Southerland advised the department did not support the request.
  - c. Correctional Officer Kyetha Taylor was in attendance and approached the podium.
  - d. Chairman Bartlett explained in detail that the Board was polled but had incomplete information and that Sheriff's Office needed to have a say prior to the Board's final approval.
  - e. Sheriff's Assistant Deputy Chief Southerland presented the department's objection in detail.
  - f. CO Taylor explained in detail her need for the request and how it was submitted to her department.
  - g. A lengthy discussion among the Board, Sheriff's Assistant Deputy Chief Southerland and CO Taylor occurred.
  - h. Chairman Bartlett called for a motion. Vice-Chair Lancaster made the motion to deny the request until appropriate documentation that needs to be submitted and whether or not the Board gets the support of the Department Head of the Sheriff's

Office, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by a 3-0 vote.

- i. Chairman Bartlett advised CO Taylor to start the process over and that she would not lose her insurance.
  - j. The Board wished her the best of luck.
  - k. Sheriff's Assistant Deputy Chief Southerland advised the Board he had discussions with HR Manager Duggans regarding more and more requests for annual leave donations are being presented but it should only be used for life changing issues.
9. Considered request from **Brenda Arp, Corrections/Refuse Control**, to receive annual leave donation.
- a. HR Manager Duggans confirmed the request met all requirements.
  - b. Chairman Bartlett asked if anyone from Refuse Control was in attendance. No one from Refuse Control responded.
  - c. Chairman Bartlett called for a motion. Ms. Phillips-Hall made the motion to approve the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by a 3-0 vote.
10. Considered request from Chief of Police Michael Register to extend the probationary period of **Seth Harris** for an additional six months (until October 12, 2016).
- a. Police Department Legal Advisor Kenneth Green presented the request in detail.
  - b. The Board did not have any questions for Mr. Green.
  - c. Chairman Bartlett called for a motion. Vice-Chair Lancaster made the motion to approve the request, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by a 3-0 vote.
  - d. Chairman Bartlett stated that the Civil Service Board would not be opposed to a formal request made by the public safety departments (namely, Police and Sheriff's Office) to extend probationary periods in the interim and advised Mr. Green to work with the Sheriff's Office and submit the request to the Civil Service Board for its approval. It will then be given to the Board of Commissioners for final approval. (This part of the process can be completed until the Re-Write Committee of Civil Service Rules and Regulations meets again to discuss other issues.)
  - e. County Attorney Michelle Youngblood stated she would follow up with Sheriff's Assistant Deputy Chief Southerland to make sure he is aware.

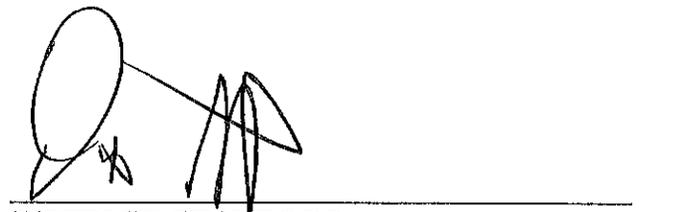
- f. Chairman Bartlett also wanted to commend Police Chief Register in finishing up his department's provisional appointments.
11. **Annual Training** – Civil Service Board.
- a. Chairman Bartlett tabled the Annual Training until the Board's Special Called Meeting scheduled for April 14, 2016, as two Board members were not in attendance today.
12. Discussion item.
- a. Draft of written proposal to Board of Commissioners regarding backlog of cases.
    - i. Chairman Bartlett tabled this discussion item until the Board's Special Called Meeting scheduled for April 14, 2016, when all Board members would be present (two Board members were not in attendance today).
  - b. **Executive Session** – Interviews for Human Resources Director position.
    - i. Chairman Bartlett advised he had spoken with Civil Service Board Attorney Joe Harris and Chief Operating Officer Detrick Stanford regarding this process and that this matter should be tabled until the Board's Special Called Meeting scheduled for April 14, 2016 (two Board members were not in attendance today).
    - ii. Chairman Bartlett confirmed the April 14, 2016, agenda would include the following: (1) Interviews for Human Resources Director position, (2) Annual Training, and (3) review of the memorandum regarding the backlog of cases.
    - iii. Vice-Chair Lancaster asked if the Board could adjourn into Executive Session to discuss Administrative matters.
    - iv. Chairman Bartlett called for a motion to adjourn into Executive Session. Ms. Phillips-Hall made the motion, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by a 3-0 vote.
    - v. Chairman Bartlett asked Victoria Jeffers to be present during Executive Session.
    - vi. Chairman Bartlett called the meeting back to order.

- c. Additional Meeting date for May 2016.
  - i. No one made a motion for an additional meeting date for the month of May.
  - ii. Chairman Bartlett confirmed May 4, 2016, as the Board's Regular Meeting date.
  
- 13. Other business.
  - a. Special Called Meeting date for April 2016.
    - i. Chairman Bartlett called for a motion to set April 14, 2016, as the Board's Special Called Meeting date. Vice-Chair Lancaster made the motion, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by a 3-0 vote.

*Chairman Bartlett stated that all matters have been concluded and called for a motion to adjourn this meeting. Vice-Chair Lancaster made the motion to adjourn, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by 3-0 vote.*

*Meeting adjourned.*

  
LARRY A. BARTLETT  
CHAIRMAN

  
DETRICK STANFORD  
INTERIM HUMAN RESOURCES DIRECTOR