

# ***CIVIL SERVICE BOARD MEETING***

***JUNE 28, 2017***

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, June 28, 2017, in the Commissioners' Board Room.

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

Member absent:       J. Mark Trimble, Member

Also present:         Human Resources Director Pamela Ambles and staff; Civil Service Board Attorney Rachel Mack; Attorney Keith Martin; County Attorney Pamela Everett; Interim Police Chief Joe Woodall; Sheriff's Office Assistant Deputy Chief Shawn Southerland; Solicitor Tasha Mosley; Beatrice Jean-Mary; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:14 a.m.

Chairman Bartlett called for a motion to adopt the June 28<sup>th</sup> agenda. Vice-Chair Lancaster made the motion to adopt the agenda, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote.

1.     Considered the Civil Service Board's Meeting Minutes held on May 24, 2017.
  - 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 unanimous vote.
2.     Chairman Bartlett advised Items 4 and 5 – Executive Session Minutes and Decision regarding **Lateral Francis, Elections & Registration**, would either be addressed later or at next month's meeting, as the Decision was not presented.
3.     Considered request from **Williams Hutchinson, Police Department**, to use sick leave in lieu of annual leave for the care of his Father.
  - a.     Interim Chief of Police Joe Woodall explained the request in detail and stated the Department did not have any objections.
  - b.     Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by a unanimous vote.
  - c.     Human Resources Director Pamela Ambles advised the Board Officer Hutchinson had 323 hours of sick leave.

4. Considered request from **Kyetha Sweeting, Sheriff's Office**, to receive annual leave donation.
  - a. Sheriff's Office Assistant Chief Deputy Shawn Southerland explained this was Officer Sweeting's third request and the number of hours used to date. He further stated a doctor's note was received releasing Officer Sweeting to work with no restrictions.
  - b. Assistant Chief Deputy Southerland advised that there was no need for this request at this time.
  - c. Chairman Bartlett recognized that the Board has received requests before from the same employee.
  - d. Dr. Jackson made the motion for denial, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by a unanimous vote.
  - e. Chairman Bartlett stated there may be some confusion on behalf of the employee that donated leave (any leave not used would be returned to the donating employee).
  - f. HR Director Ambles agreed with the Sheriff's Office and that FMLA was exhausted and Human Resources had engaged in a fit-for-duty process and was waiting on medical documentation.
  - g. Assistant Chief Deputy Southerland advised the only restriction was no overtime.
  
5. Considered request from Solicitor General Tasha Mosley to extend the probationary period of **Beatrice Jean-Mary** for an additional ninety (90) days.
  - a. Solicitor General Tasha Mosley presented the request in detail and explained her reason for the request.
  - b. Ms. Beatrice Jean-Mary was in attendance and presented the Board with her explanation of why she felt the request was made and why she was objecting to it.
  - c. Ms. Jean-Mary tendered her resignation effective two weeks from today's date.
  - d. The Board questioned Ms. Jean-Mary and advised what her resignation meant and if it was what she really wanted to do.
  - e. Solicitor Mosley stood and stated she accepted the resignation and that today should be her last day.
  - f. A discussion among the Board, Ms. Jean-Mary and Solicitor Mosley occurred wherein the request was rescinded and Ms. Jean-Mary accepted her resignation would be effective today (June 28, 2017).
  - g. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the rescindment of the request, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by a unanimous vote.
  - h. Chairman Bartlett wished Ms. Jean-Mary good luck!

6. Considered request from Interim Chief of Police Joseph Woodall to extend the probationary period of **Donnie C. Brantley** for an additional three (3) months (until October 10, 2017).
  - a. Interim Chief of Police Woodall presented the request in detail and that this would be the final request from his department.
  - b. Vice-Chair Lancaster commended Chief Woodall that he provided great documentation for this request.
  - c. Dr. Jackson stated he appreciated the County protecting both the employee and its citizens.
  - d. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by a unanimous vote.
  
7. Calendar Call.
  - a. **Phillip Richards (Sheriff's Office)** – Appeal filed April 16, 2014, regarding: “The wrongful termination which occurred on April 11, 2014”. Attorney Thomas Florio requested a continuance on June 19, 2017. Continuance request was granted on June 20, 2017.
    - i. Chairman Bartlett confirmed the Appellant’s continuance request was granted and congratulated Attorney Thomas Florio on the birth of his new child.
    - ii. Attorney Keith Martin provided additional information concerning the expected birth.
  
  - b. **Adrienne L. Carr (Superior and State Court)** – Appeal filed July 25, 2014, regarding: “I was terminated from my position as a Legal Transcriber assigned to Judge Matthew O. Simmons’ courtroom. I am appealing that termination”. Attorney Keith Martin advised Human Resources of his court conflicts on June 18, 2017. County Attorney Pamela Everett requested a continuance due to a witness’ unavailability on June 23, 2017. Continuance request was granted on June 26, 2017.
    - i. Chairman Bartlett confirmed the County’s continuance request was granted and continued to the July meeting.
  
  - c. **Ryan Hall (Police Department)** – Appeal filed July 28, 2014, regarding: “I was terminated from my position as a police officer with the Clayton County Police Department on July 25, 2014”. Attorney Keith Martin advised Human Resources of his court conflicts on June 18, 2017”.
    - i. Chairman Bartlett advised he was aware that Attorney Keith Martin had a court conflict and that the County and Appellant were in negotiation for a possible resolution.
    - ii. Attorney Martin advised he was trying to get the Agreement here today to sign, as everyone was in attendance.

- iii. County Attorney Pamela Everett stated there was one glitch per Attorney Michelle Youngblood.
  - iv. Chairman Bartlett advised all in attendance that he would not be able to sit on this case and explained his working relationship with Mr. Hall's family.
  - v. Chairman Bartlett addressed Mr. Hall and stated he appreciated his service and wished him the best in his future endeavors.
- d. **Paramhans Desai (Corrections)** – Appeal filed August 22, 2016, regarding: “One-day suspension; violation of Civil Service Rule 9.206(e) conduct unbecoming”. Mr. Desai withdrew his appeal on June 27, 2017.
- i. Chairman Bartlett confirmed the Appellant withdrew his appeal on June 27, 2017.
  - ii. HR Director Ambles confirmed receipt of Mr. Desai's withdrawal and its removal from the calendar.
- e. **Michael Bivins (Police Department)** – Appeal filed September 1, 2016, regarding: “Termination”. Attorney Keith Martin advised Human Resources of his court conflicts on June 18, 2017.
- i. Attorney Keith Martin spoke and advise he believed all parties have an agreement in place which would allow Mr. Bivins to resign.
  - ii. Chairman Bartlett clarified that Mr. Bivins would come back as resigning in lieu of termination.
- f. Chairman Bartlett stated this would leave *Phillip Richards* and *Adrienne Carr* cases.
- g. Chairman Bartlett advised there would be no cases heard today, and “patted” all members on the back for the help along with HR's guidance in addressing the backlog, which will allow the Board to soon hear cases within 90 days.
- h. Chairman Bartlett wished Chief of Police Woodall good luck!
8. Discussion items.
- a. Upcoming Cases.
    - i. *Phillips Richards* (Sheriff's Office)
      - (1) County Attorney Pamela Everett stated there has been communication with the family.
    - ii. Chairman Bartlett confirmed the following cases would be added to July's agenda:
      - (1) *Adrienne Carr* (Superior and State Court Administration)
      - (2) *Ryan Hall* (Police Department)

- (3) *Preston White* (Sheriff's Office)
- (4) *Taft Hood III* (Transportation & Development)

iii. Dr. Jackson commented that he was impressed with the size of the list of hearings.

9. Other business.

a. Decisions.

- i. Chairman Bartlett addressed Decisions not being printed in a timely manner to allow the Board's review prior to its vote, and that in this particular case, it would delay Lateral Francis' time limit to appeal.
- ii. Attorney Everett apologized and asked for additional time to allow HR to bring over the Decision after it was printed.

b. Next Regular Business Meeting.

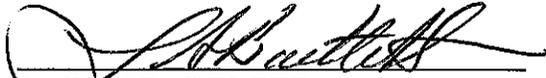
- i. The Board confirmed July 26, 2017, as its next meeting date.
- ii. Chairman Bartlett called for a motion (short break). Vice-Chair Lancaster made the motion, second by Dr. Jackson. No further discussion on the motion made. Motion carried by a unanimous vote.
- iii. Chairman Bartlett called the meeting back to order.

c. Decisions (continued).

- i. Considered for approval the Civil Service Board's Executive Session Minutes regarding **Lateral Francis, Elections & Registration**, suspension appeal heard at the May 24, 2017 meeting.
  - (1) 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 unanimous vote.
- ii. Considered for approval the Civil Service Board's Decision regarding **Lateral Francis, Elections & Registration**, suspension appeal heard at the May 24, 2017 meeting.
  - (1) Chairman Bartlett called for a motion. Dr. Jackson made the motion approve the Decision, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by a unanimous vote.

*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 Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote.*

*Meeting adjourned.*

  
LARRY BARTLETT  
CHAIRMAN

  
PAMELA R. AMBLES  
HUMAN RESOURCES DIRECTOR