

CIVIL SERVICE BOARD MEETING

AUGUST 3, 2016

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, August 3, 2016, in the Commissioners' Board Room.

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

Also present: Human Resources Officer Pamela Ambles and staff; Civil Service Board Attorney Joe Harris; County Attorney Michelle Youngblood; Police Department Legal Advisor Kenneth Green; Interim Information Technology Director Jason Brookins; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:06 a.m.

Chairman Bartlett called for a motion to adopt the August 3rd agenda. Mr. Trimble made a motion to adopt the agenda, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.

1. Considered for approval the Civil Service Board Meeting minutes that was held on July 13, 2016.
 - a. Chairman Bartlett called for a motion. Vice-Chair Lancaster made a motion to approve to the minutes, second by Dr. Jackson. No further discussion on the motion made. Motion carried by (4-0 vote; Mark Trimble abstained since he was not in attendance at July's meeting).

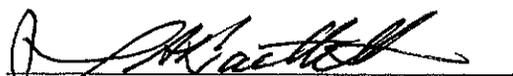
2. Considered for approval the reconsideration of **Rachel Bizzell, Senior Services**, appeals filed March 26, 2014 and January 28, 2015.
 - a. Chairman Bartlett stated it was brought to the Board's attention that Ms. Bizzell had withdrawn her appeals on time and properly and that the Board originally dismissed her appeals but now had determined to accept her withdrawal.
 - b. Civil Service Board Attorney Joe Harris confirmed the Board's action.
 - c. Chairman Bartlett called for a motion. Dr. Jackson made a motion to approve the reconsideration from dismissal to withdrawal, second by Mr. Trimble. Discussion on the motion made: Chairman Bartlett stated Mr. Trimble could not vote, as he was absent on this meeting date.

- d. Vice-Chair Lancaster seconded the motion. No further discussion on the motion made. Motion carried by (4-0 vote; Mark Trimble abstained since he was not in attendance at July's meeting).
3. Considered request from **William Watson, Code Enforcement/Police Department**, for annual leave donation. (The Board was polled and approved the request on July 19, 2016).
 - a. Chairman Bartlett stated the Board would vote to confirm its approval.
 - b. Chairman Bartlett called for a motion. Mr. Trimble made a motion to confirm the approval, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.
 - c. Police Department Legal Advisor Kenneth Green advised the Board the department did not have any objections to the request.
 - d. As a matter of record: Chairman Bartlett advised he contacted HR Officer Pamela Ambles regarding Mr. Watson, since many employees would contact him when there was an issue. Chairman Bartlett lauded and thanked HR Officer Ambles for going "way above" to meet with Debbie Decker and Mr. Watson that evening after their telephone call. Chairman Bartlett stated HR Officer Ambles provided the "kind of service Clayton County employees should deliver" and was "humane" in her treatment of Mr. Watson. Chairman Bartlett further stated Mr. Watson appreciated HR Officer Ambles (as he was practically in tears) when conveying his thoughts. Even though, Chairman Bartlett was one Board member, he wanted Chief Operating Officer Detrick Stanford to know about this (all Board members concurred). HR Officer Ambles thanked the Board.
 4. Considered request from **Tanji Wright, Juvenile Court**, for annual leave donation. (The Board was polled and approved the request on July 19, 2016).
 - a. Chairman Bartlett stated the Board would vote to confirm its approval.
 - b. Chairman Bartlett called for a motion. Mr. Trimble made the motion to confirm the approval, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.
 5. Calendar call.
 - a. Frances White (Magistrate Court) – Appeal filed October 21, 2013, regarding: "Termination due to job performance". Attorney Keith Martin requested a continuance on July 26, 2016. The request was granted on July 27, 2016.
 - i. The Board confirmed the request for continuance was received and granted on July 27, 2016.

- b. **Andrew White (Sheriff's Office)** – Appeal filed January 10, 2014, regarding: “My termination due to untruthfulness and neglect to duty”. Attorney Keith Martin requested a continuance on July 27, 2016.
 - i. The Board received updated information that the request for continuance was granted on August 1, 2016.
 - c. **Terry G. Sapp, Information Technology** – Appeal filed March 24, 2014, regarding: “Termination”. Employee withdrew appeal on July 18, 2016.
 - i. The Board confirmed the employee withdrew his appeal on July 18, 2016.
6. Discussion items.
- a. Additional meeting date for September 2016.
 - i. The Board confirmed September 7, 2016, as its Regular Meeting date and did not present a motion for an additional meeting date in September.
 - b. Upcoming Cases.
 - i. There was no discussion on this item.
7. Other business.
- a. The Board asked County Attorney Youngblood to remind the Sheriff's Office to send its memorandum regarding the change to extension of probationary periods from 12 months to 18 months to the Board for its consideration.

Chairman Bartlett stated that all matters have been concluded and called for a motion to adjourn this meeting. Mr. Trimble made a motion to adjourn, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.

Meeting adjourned.


LARRY BARTLETT
CHAIRMAN


DETRICK STANFORD
INTERIM HUMAN RESOURCES DIRECTOR