

# *CIVIL SERVICE BOARD MEETING*

*AUGUST 23, 2017*

A regular called meeting of the Clayton County Civil Service Board was held on Wednesday, August 23, 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  
                              J. Mark Trimble, Member

Also present:           Human Resources Trainer Ryan Shaw and staff; Civil Service Board Attorney Joe Harris; County Attorney Pamela Everett; Sheriff's Office Assistant Deputy Chief Shawn Southerland; Interim Chief of Police Joseph Woodall; Attorney Keith Martin; Library Director Rosalind Lett; various employees from County departments; and other individuals.

Chairman Bartlett called the meeting to order at 9:16 a.m.

Chairman Bartlett called for a motion to adopt the August 23<sup>rd</sup> agenda. Mr. Trimble made the motion to adopt the agenda, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.

1.     Considered the Civil Service Board's Meeting Minutes held on July 26, 2017.
  - a.     Chairman Bartlett called for a motion. Mr. Trimble made the motion to approve the Minutes, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.
  
2.     Considered the Civil Service Board's Executive Session Minutes regarding **Taft Hood III, Transportation & Development**, termination appeal heard at the July 26, 2017 meeting.
  - a.     Chairman Bartlett called for a motion. Mr. Trimble made the motion to approve the Minutes, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by unanimous vote.
  
3.     Considered the Civil Service Board's Decision regarding **Taft Hood III, Transportation & Development**, termination appeal heard at the July 26, 2017 meeting.
  - a.     Chairman Bartlett called for a motion. Mr. Trimble made the motion to approve the Decision, second by Ms. Phillips-Hall. No further discussion on the motion made. Motion carried by unanimous vote.

4. Considered request from **Chandi Ashmore, Police Department**, to use sick leave in lieu of annual leave for the care of her Father, and to make request retroactive to June 19, 2017.
  - a. Ms. Ashmore was in attendance.
  - b. Chairman Bartlett conferred with Human Resources Trainer Ryan Shaw and it was confirmed the request met the Civil Service requirements.
  - c. Chairman Bartlett called for a motion. Dr. Jackson made the motion to approve the request, second by Mr. Trimble. No further discussion on the motion made. Motion carried by unanimous vote.
5. Chairman Bartlett called for a motion to amend the agenda to add item 6a (probation extension for Derek Vasser). Dr. Jackson made the motion to amend the agenda as requested, second by Mr. Trimble. No further discussion on the motion made. Motion carried by unanimous vote.
6. Chairman Bartlett asked Interim Chief of Police Joseph Woodall if he would like to introduce his new Legal Advisor.
  - a. Police Chief Woodall introduced Shalanda Miller to the Board.
7. Considered request from Interim Chief of Police Joseph Woodall to extend the probationary period of **Derek Vasser** for an additional six (6) months (until March 5, 2018).
  - a. Police Department Legal Advisor Shalanda Miller presented the request in detail.
  - b. The Board did not have any questions for Ms. Miller.
  - c. Chairman Bartlett called for a motion. Mr. Trimble 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.
8. 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 August 14, 2017. The continuance was granted on August 15, 2017.
    - i. Chairman Bartlett confirmed the continuance was granted on August 15, 2017, and there were no concerns voiced.

- 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 Pamela Everett requested a continuance on August 10, 2017. The continuance was granted on August 10, 2017.
  - i. Chairman Bartlett confirmed the County requested a continuance that was granted on August 10, 2017.
  
- c. **Michael Bivins (Police Department)** – Appeal filed September 1, 2016, regarding: “Termination”. Attorney Keith Martin advised Human Resources of his court conflicts on August 14, 2017.
  - i. Attorney Keith Martin had a court conflict but it was apparently resolved as he was in attendance.
  - ii. Attorney Martin advised the Board there was another matter pending between the County and Mr. Bivins that was inhibiting the execution of the settlement document.
  - iii. Chairman Bartlett advised the matter would be continued to the September agenda.
  
- d. **Carolyn Marcus (Clerk Superior/Magistrate Courts)** – Appeal filed April 20, 2015, regarding: “I was terminated from my position as Deputy Clerk, Superior Court of Clayton County”. Attorney Keith Martin advised Human Resources of his court conflicts on August 14, 2017. Attorney Pamela Everett advised Human Resources of her potential conflict on July 28, 2017.
  - i. Chairman Bartlett confirmed the County requested a continuance and it was granted.
  - ii. Attorney Keith Martin requested the Board not include this matter on its September agenda, as the Appellant would be getting married and would be out of the country.
  - iii. Chairman Bartlett made a motion to grant the continuance request of Attorney Martin, second by Dr. Jackson. No further discussion on the motion made. Motion carried by a unanimous vote.
  
- e. **Gregory Porter (911 Communications Center)** – Appeal filed March 17, 2017, regarding: “Termination on March 7, 2017”. Attorney Wayne Kendall submitted a conflict notice on August 1, 2017. The conflict notice was accepted as a continuance request and granted on August 2, 2017.
  - i. Chairman Bartlett mentioned there was somewhat of a debate over whether Attorney Wayne Kendall submitted a conflict or a continuance request.
  - ii. Attorney Kendall was not in attendance.

- iii. Chairman Bartlett confirmed the matter was rightfully accepted as a continuance request by Secretary to the Civil Service Board/Human Resources Director Pamela Ambles.
  - f. **Robyn Coles-Kidd (Sheriff's Office)** – Appeal filed April 13, 2017, regarding: “Wrongfully demoted, lost in status and pay”.
    - i. Ms. Coles-Kidd was not in attendance.
    - ii. Attorney Pamela Everett advised the Sheriff's Office was ready to proceed.
  - g. **Shárese Bing (Library)** – Appeal filed April 26, 2017, regarding: “Termination”.
    - i. Ms. Bing was not in attendance.
    - ii. Attorney Everett advised the Library was ready to proceed.
9. ***(Appeal) - Robyn Coles-Kidd (Sheriff's Office)*** - Appeal filed April 13, 2017, regarding: “Wrongfully demoted, lost in status and pay”.
- a. Attorney Everett made a motion to dismiss the appeal for failure to appear.
  - b. As a matter of record, Sheriff's Office Assistant Chief Deputy Shawn Southerland informed the Board Ms. Coles-Kidd was no longer employed.
  - c. HR Trainer Shaw confirmed that Ms. Coles-Kidd did not submit a witness list or exhibits and there was no communication with HR.
  - d. Attorney Everett also confirmed she called Ms. Coles-Kidd and did not receive a response.
  - e. Chairman Bartlett called for a motion. Mr. Trimble made a motion to grant the dismissal, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by a unanimous vote.
10. ***(Appeal) - Sharese Bing (Library)*** – Appeal filed April 26, 2017, regarding: “Termination”.
- a. HR Trainer Shaw confirmed there was no communication with HR and Ms. Bing did not submit a witness list or exhibits.
  - b. Attorney Everett was ready to proceed on behalf of the Library.
  - c. Ms. Bing was not in attendance.
  - d. Attorney Everett made a motion to dismiss the appeal for failure to appear.
  - e. Chairman Bartlett called for a motion. Mr. Trimble made the motion to grant the dismissal, second by Vice-Chair Lancaster. No further discussion on the motion made. Motion carried by a unanimous vote.

11. Discussion items.

a. Upcoming Cases.

i. **Gregory Porter (911 Communication)** –

- (1) Chairman Bartlett stated this matter would more than likely not be completed in one day.
- (2) Attorney Everett stated that the County would request additional time.

ii. **James Duhart (Sheriff's Office)** –

- (1) Chairman Bartlett asked if there were any communications from Mr. Duhart, as he was of the understanding Sheriff Victor Hill had rescinded the suspension.
- (2) Asst. Chief Deputy Southerland advised the matter was resolved and that he thought the withdrawal had been submitted.
- (3) HR advised it sent Mr. Duhart an e-mail requesting a withdrawal but did not receive a response.

iii. **Civil Service Log**

- (1) Mr. Trimble stated since the cases had dwindled down the Board should think about removing the time limits.
- (2) A lengthy discussion among the Board, Civil Service Board Attorney Joe Harris and Asst. Chief Deputy Southerland occurred about the pros and cons.
- (3) The Board determined it would leave the time limit policy in place and visit this issue case-by-case.

12. Other business.

a. Annual Training

- i. Chairman Bartlett asked the Board to review the e-mail sent by HR Director Ambles.
- ii. Chairman Bartlett informed HR staff to ask HR Director Ambles if its training could be scheduled for either its November or December agenda.

b. Meeting dates for November and December

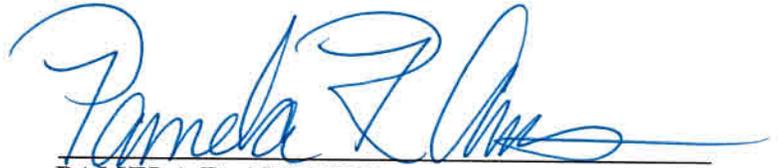
- i. Chairman Bartlett stated this matter would be considered at its September meeting.

- c. Board's Regular Meeting Date
  - i. Chairman Bartlett stated for the record that unless the date is changed by a vote, the Board would meet the Fourth (4<sup>th</sup>) Wednesday of the month.
- d. Special Called Meeting – Phillip Richards (Sheriff's Office)
  - i. Chairman Bartlett asked HR staff to reach out to Attorney Thomas Florio to get a date to specially set this matter.
  - ii. Attorney Everett advised the family would make a decision within weeks and they would need to set up an estate.
- e. Regular Meeting Date – September 2017
  - i. The Board confirmed it would meet on September 27, 2017, at 9 a.m.

*Chairman Bartlett stated that all matters have been concluded and called for a motion to adjourn this meeting. Mr. Trimble made the 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

  
PAMELA R. AMBLES  
HUMAN RESOURCES DIRECTOR