

CIVIL SERVICE BOARD MEETING POST SUMMARY



February 22, 2017

Members Present:

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

Others Present:

Human Resources Director Pamela Ambles and staff; Civil Service Board Attorney Rachel Mack; Police Department Legal Advisor Kenneth Green; County Attorney Pamela Everett; Tax Commissioner Office Manager Danielle Smith; Fire Chief Landry Merkison; Probate Court Judge Pamela Ferguson; Sheriff's Office Assistant Chief Deputy Shawn Southerland; Andrew White; Thomas Sheats; various employees from County departments; and other individuals.

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1. The meeting was called to order at 9:04 a.m.
 2. The Board adopted the agenda.
 3. The Civil Service Board's Meeting Minutes held on January 25, 2017, was approved.
 4. The request from Fire Chief Landry Merkison to extend the probationary period of **Gregory Matthews** for an additional six (6) months was approved. (*Note: Dionte Dinkins* passed his EMT test and was removed from consideration, per Fire Chief Merkison).
 5. The request from Fire Chief Landry Merkison to extend the probationary period of the following employees for an additional six (6) months: (1) **Janelle Andrews**, (2) **Timothy Bennett, Jr.**, (3) **Charles Gordon**, and (4) **Christopher Sellers** was approved.
 6. The request from **Renae Robinson, Fire & EMS**, to receive annual leave donation was removed, per the request of Fire Chief Landry Merkison.
 7. The request from Chief of Police Michael Register to extend the probationary period of **Faibeen Alexandre**, for an additional ten (10) months (until January 27, 2018), was approved.

8. The request from Chief of Police Michael Register to extend the probationary period of **Caroline Brodie**, for an additional six (6) months was approved.
9. The request from Chief of Police Michael Register to place **Danielle Rosa** on Leave without Pay for the week of February 20-24, 2017 (40 hours), was approved.
10. The request from Magistrate Court Chief of Staff Dionne Dixon to extend the probationary period of **Karen McDowell Cox**, for an additional six (6) months (until August 14, 2017), was approved.
11. The request from Superior and State Court Administrator Phyllis Douglas to extend the probationary period of **Amanda Ieta Elaine Tape**, for an additional 60 days, was approved.
12. The request from Tax Commissioner Terry Baskin to place **Jessica Mejia** on Leave without Pay until March 22, 2017, was approved.
13. Calendar Call.
 - a. **Andrew White (Sheriff's Office)** – Appeal filed January 10, 2014, regarding: “My termination due to untruthfulness and neglect of duty”. Appellant Attorney Keith Martin has court conflicts but did not request a continuance.
 - i. County Attorney Pamela Everett was representing the County.
 - ii. Rachel Mack, was filling in for Joe Harris, as Attorney to the Civil Service Board.
 - iii. Chairman Bartlett stated the Board would be diligent in starting the hearing today.
 - iv. *[After handling other business items, the Board took an extended break to allow time for Attorney Martin to arrive. Attorney Martin had not arrived by the time the Board reconvened.]*
 - v. A discussion among the Board, HR Director Ambles, Andrew White, and Attorney Everett occurred regarding scheduling a Special Called meeting date to hear Andrew White’s appeal.
 - vi. The Board agreed to set *Andrew White’s* appeal hearing on its Regular meeting agenda set for Wednesday, March 22, 2017, and if Attorney Martin is unavailable for this date, then the appeal would be heard on its Special Called meeting date agenda set for Thursday, March 30, 2017.
 - b. **Thomas J. Sheats (Police/Administration)** – Appeal filed July 17, 2014, regarding: “The termination of my employment from the Clayton County Police Department and Clayton County Government, effective July 10, 2014”. Appellant Attorney Keith Martin has court conflicts but did not request a continuance.
 - i. The Board continued Mr. Sheats appeal until a future agenda due to Attorney Martin attending a court hearing in Clayton County Superior Court and unable to attend today’s meeting.

- c. **Latangela James (Probate Court)** – Appeal filed January 20, 2016, regarding: “Termination”. The County submitted a request for continuance on January 4, 2017.
 - i. County Attorney Pamela Everett made the Motion for Dismissal, as the Appellant, Latangela James was not in attendance when the appeal was called.
 - ii. The Board voted unanimously to dismiss Ms. James’ appeal.

- 14. Discussion items.
 - a. Additional meeting date for March 2017.
 - i. The Board confirmed the next Regular Meeting date as Wednesday, March 22, 2017.
 - ii. The Board agreed to add a Special Called meeting date for Thursday, March 30, 2017, in order to hear *Andrew White’s* appeal hearing in case Attorney Martin is unavailable for Wednesday, March 22, 2017.

- 15. Upcoming Cases.
 - a. Chairman Bartlett asked the Civil Service Board to continue on its path to hear cases and stated he appreciated the addition of Dr. Cephus Jackson and Ms. Phillips-Hall with all of their expertise and knowledge they have brought to the Board.

- 16. Other business.
 - a. Civil Service Rules Change – 7.301
 - i. HR Director Pamela Ambles advised the Board, the Board of Commissioners unanimously approved the change to Civil Service Rule 7.301.
 - ii. HR Director Ambles confirmed the 18-month probationary period will only affect new employees coming in and not employees currently in classification.

- 17. Adjournment.