

# *CIVIL SERVICE BOARD MEETING POST SUMMARY*



*August 3, 2016*

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

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

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1. The meeting was called to order at 9:06 a.m.
  2. The Board adopted the agenda.
  3. The Civil Service Board’s Meeting Minutes held on July 13, 2016, was approved.
  4. The Civil Service Board reconsidered **Rachel Bizzell, Senior Services**, appeals filed March 26, 2014 and January 28, 2015 and voted to confirm the employee withdrew her appeals in a proper time and withdrew its Dismissal.
  5. Request from **William Watson, Code Enforcement/Police Department**, for annual leave donation was approved on the record. (The Board was polled and approved request on July 19, 2016).
    - a. **For the record:** The Board lauded and thanked Human Resources Officer Pamela Ambles for going “way above” to handle Mr. Watson’s matter. HR Officer Ambles exhibited the “kind of service Clayton County employees should deliver” and was “humane” in her treatment. Chairman Bartlett stated he (one Board member) wanted Chief Operating Officer Detrick Stanford to know about this (all Board members replied in agreement). HR Officer Ambles thanked the Board.

6. Request from **Tanji Wright, Juvenile Court**, for annual leave donation was approved on the record. (The Board was polled and approved request on July 19, 2016).
7. 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.
  - 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.
8. 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.
9. 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.
10. Adjournment.