

CIVIL SERVICE BOARD MEETING POST SUMMARY



August 23, 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 Trainer Ryan Shaw and staff; Civil Service Board Attorney Joe Harris; County Attorney Pamela Everett; Sheriff's Office Assistant Deputy Chief Shawn Southerland; Library Director Rosalind Lett; Attorney Keith Martin; Interim Chief of Police Joseph Woodall; various employees from County departments; and other individuals.**

1. The meeting was called to order at 9:16 a.m.
2. The Board adopted the August 23, 2017, agenda.
3. The Civil Service Board's Meeting Minutes held on July 26, 2017, was approved.
4. The Civil Service Board's Executive Session Minutes regarding **Taft Hood III, Transportation & Development**, termination appeal heard at the July 26, 2017, meeting was approved.
5. The Civil Service Board's Decision regarding **Taft Hood III, Transportation & Development**, termination appeal heard at the July 26, 2017, meeting was approved.
6. The 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, was approved.
7. The Board voted and unanimously approved the amendment of the agenda to include the following request: **Derek Vasser** – Extend probationary period.

8. The request from Chief of Police Joseph Woodall to extend the probationary period of **Derek Vasser** for an additional six (6) months through March 5, 2018, was approved.
9. 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 request made by Attorney Thomas Florio was granted.
 - ii. There were no concerns discussed.
 - 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 and it was granted.
 - 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 was in attendance and advised the Board there was another issue between the Appellant and County that existed that was inhibiting the resolution of this matter.
 - ii. Chairman Bartlett confirmed 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. 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 his client would be out of the country during September.
 - iii. The Board voted unanimously and approved the continuance request.
 - iv. The matter will be placed on the October agenda.

- 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 noted the Appellant’s attorney debated whether his conflict was a continuance or not.
 - ii. Attorney Wayne Kendall was not in attendance.
 - iii. The Board noted the matter was rightfully noted as a continuance by HR Director Ambles and that the matter would be continued to the September agenda.

- f. **Robyn Coles-Kidd (Sheriff’s Office)** – Appeal filed April 13, 2017, regarding: “Wrongfully demoted, lost in status and pay”.
 - i. Ms. Robyn Coles-Kidd was not in attendance.
 - ii. The County was present and ready to proceed.
 - iii. Human Resources Department confirmed notification was sent certified mail, regular mail and electronic mail to the Appellant.
 - iv. The Sheriff’s Office motioned the Board to dismiss the appeal due to the Appellant’s failure to appear.
 - v. The Board voted unanimously and approved the motion to dismiss.

- g. **Shárese Bing (Library)** – Appeal filed April 26, 2017, regarding: “Termination”.
 - i. Ms. Shárese Bing was not in attendance.
 - ii. The County was present and ready to proceed.
 - iii. Human Resources Department confirmed notification was sent certified mail, regular mail and electronic mail to the Appellant.
 - iv. The Library Department motioned the Board to dismiss the appeal due to the Appellant’s failure to appear.
 - v. The Board voted unanimously and approved the motion to dismiss.

- 10. Discussion items.
 - a. Upcoming Cases.
 - i. Chairman Bartlett advised HR to place enough cases on the calendar for it to be “good and full”, which it has been doing a good job.

 - b. **Gregory Porter (911 Communications)**
 - i. County Attorney Everett advised the County would be seeking additional time to hear the mater. The hearing would not be completed in one day.

c. **James Duhart (Sheriff's Office)**

- i. Chairman Bartlett asked if there was any communication with Mr. Duhart.
- ii. Asst. Deputy Chief Shawn Southerland confirmed Sheriff Hill had rescinded the suspension.
- iii. Human Resources confirmed an e-mail was forwarded to Mr. Duhart to submit his appeal withdrawal but no response was received.

d. The Board discussed working the Civil Service log down to five to six cases and noted it had a good and solid system to handle the matters in a timely fashion.

- i. The Board confirmed the next Regular Meeting date is August 23, 2017.

11. Other business.

a. Civil Service Board – Training

- i. The Board asked to consider receiving training in November or December.

b. Board's Regular Meeting date

- i. The Board went on record to state unless the date was changed by a vote, it would meet on the Fourth Wednesday of every month.
- ii. It was noted the Board may change the Meeting dates (meet the Third Wednesday) for November and December due to the upcoming Holidays.
- iii. Chairman Bartlett asked Human Resources to have Training plugged in either in November or December.

c. Special Called Meeting date

- i. The Board asked to specially set *Phillip Richards* matter and that Human Resources reach out to Attorney Florio.

d. Regular Meeting date - September

- i. The Board confirmed the next Meeting date would be September 27th at 9:00 a.m.

12. Adjournment.